



HR Director
Outwood Grange Academies Trust

Application Pack

Contents

Welcome Letter

Copy of the Advertisement

Outwood Grange Academies Trust Vision

The Role

Job Description

Person Specification

How to Apply

Welcome Letter

Dear applicant

Thank you for your interest in the position of HR Director.

We are seeking to appoint an HR Director to take the operational lead across the HR function of our Trust. The role provides an excellent opportunity to help shape and drive the Trust's approach to employee relations.

As a member of the Chartered Institute of Personnel and Development, you will have a substantial track record, preferably in the education field, of successfully developing and implementing HR strategies and practices with a focus on solutions development.

You will be joining a highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding leader of people who can realise the highest possible quality of services to support our educational vision, to enable the organisation to achieve the best possible outcomes for students.

This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Sir Michael Wilkins
Chief Executive and Academy Principal

Advertisement



HR Director

Salary: £Competitive

Closing Date: Tuesday 16 June 2015 12 noon

We are seeking to appoint an HR Director to take the operational lead across the HR function of our Trust. The role provides an excellent opportunity to help shape and drive the Trust's approach to employee relations.

As a member of the Chartered Institute of Personnel and Development, you will have a substantial track record, preferably in the education field, of successfully developing and implementing HR strategies and practices with a focus on solutions development.

You will:

- Be influential in the development of the Trust-wide HR strategy
- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance
- Provide support, coaching and training to Trust and academy leaders on people management and implications of policy and strategy

You will have strong interpersonal skills with the ability to manage your team of HR Officers effectively across a significant portfolio of work.

You will be a dynamic and highly motivated individual with the ability to develop and enhance our HR function across our Trust.

For an informal discussion about the role, please contact Katy Bradford on 07872990068.

To apply, please complete our online application form or contact Claire Lawless, c.lawless@outwood.com, for an application pack.

This position subject to an enhanced DBS check.

Ethos and Vision

That Trust places students at the centre of everything it does, with a focus on creating a culture of success, a positive climate for learning, and increased student attainment, achievement and social and emotional development. In raising standards for its own students the Trust will contribute to the raising of educational standards and achievement generally across the locality through the mutual sharing of knowledge, expertise and resources from across the education, business, industry and voluntary sectors and the wider regional, national and global communities.

The whole purpose of schools is that children come first and everything that is done must reflect this single goal. The Trust's mantra is an all-encompassing 'Students First'. It is an absolute priority that every student, irrespective of their starting point, succeeds and achieves. In order to do this, a high quality educational experience will be an entitlement for every student, with all parties - students, staff, parents/ carers, and the wider community working together to achieve these goals for young people within the community.

The Trust provides a high quality learning and cultural environment that inspires and motivates children and the wider community to engage/re-engage in education. The 'Students First' philosophy drives policy, practice and governance in order to achieve this.

Leadership development, succession planning, and capacity building are also major priorities for the Trust.

Academies within the Trust

Outwood Grange Academy, Wakefield
Outwood Academy Acklam, Middlesbrough
Outwood Academy Adwick, Doncaster
Outwood Academy Brumby, Scunthorpe
Outwood Academy Bydales, Redcar
Outwood Academy City, Sheffield
Outwood Academy Foxhills, Scunthorpe
Outwood Academy Newbold, Chesterfield
Outwood Academy Portland, Worksop
Outwood Academy Ripon, Ripon
Outwood Academy Shafton, Barnsley
Outwood Academy Valley, Worksop
Outwood Primary Academy Kirkhamgate, Wakefield
Outwood Primary Academy Ledger Lane, Wakefield
Outwood Primary Academy Lofthouse Gate, Wakefield

In addition, we are working with the following schools who we expect to join the Family of Schools in the near future: Carlton Community College, Barnsley and Ormesby School, Middlesbrough

Job Description

Job Title: HR Director

Reporting to: Chief Operating Officer **Grade: £Competitive**

Accountable for: HR Officers

Overall purpose of the post:

- To be influential in the development of the Trust-wide HR strategy
- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance
- Provide support, coaching and training to Trust and academy leaders on people management and implications of policy and strategy

Main duties and responsibilities:

- To take the operational lead across the core HR function
- To assist in the development of a Trust-wide HR strategy to facilitate strategic direction
- To actively ensure implementation of the Trust's HR policies.

HR Advice

- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance
- Provide support, coaching and training to Trust and academy leaders on the people management implications of policy and strategy
- Inform and advise the Executive Team on personnel matters in order to identify trends and facilitate strategic decision-making
- Research specific HR topics relevant to organisational change within education, submitting written contributions to the Resources Director when requested.
- Remain up to date with pension fund changes in order to advise and coach Trust and academy leaders and HR staff across the organisation
- Review and advise amendments to HR-related policy and procedure in line with The Trust's annual cycle
- Attend, and lead where required, HR-related meetings and forums across The Trust
- Take responsibility for employee relations and case management in relation to sickness absence, disciplinary issues and capability processes
- Lead on redundancy consultations across The Trust
- Contribute to the due diligence and project management process for academies wishing to join The Trust for any HR aspects including TUPE consultations and restructuring exercises
- Lead on HR-related consultations with trade unions through the Joint Negotiating Committee

HR Service Development

- Establish and maintain an efficient and effective HR communication strategy

- Manage and evaluate the effectiveness of external support including HR and legal provision and Occupational Health services
- Develop and maintain HR policies, systems and procedures
- Contribute to The Trust recruitment and retention strategy
- Manage and evaluate the appraisal process
- Ensure all HR-related statutory reports and returns, including workforce census and single central register and are completed
- Direct HR staff to ensure the delivery of an effective, efficient and economic HR function across The Trust
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency
- Develop and actively promote social inclusion and equality and diversity initiatives
- Maintain confidentiality of HR information and records at all times

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

Other Conditions

The post-holder will hold a current driving licence and should have access to a vehicle to carry out regular visits to the Trust's academies and the other schools we are supporting

Person Specification

Knowledge	Essential	Desirable
Knowledge of Statutory requirements and legislation relating to employment law	✓	
Knowledge of Teachers Pay and Conditions and Academy freedoms	✓	
Knowledge of payroll provision and pension schemes	✓	
Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach	✓	
Able to effectively plan ahead to anticipate problems and plan for worst-case and best-case scenarios	✓	
Full working knowledge of relevant policies, procedures	✓	
Qualifications		
CIPD qualified and membership of the Chartered Institute of Personnel and Development	✓	
Experience		
Proven track record of operational HR management	✓	
Experience of HR in an education setting		✓
Ability to confidently handle TUPE situations taking into account legal implications	✓	
Familiar with best practice redundancy processes and experienced in coaching managers through this and leading where necessary	✓	
Experience of working with Trade Unions	✓	
A confident user of Microsoft Office and experience of HR management information systems	✓	
Ability to successfully lead a team and line manage staff	✓	
Skills		
Ability to Build and form good relationships with colleagues and other professionals	✓	
Excellent verbal and written skills	✓	
Good analytical and problem solving skills	✓	
Ability to absorb a wide range of information and deal with confidential issues	✓	
Ability to follow procedures, pay attention to detail and produce accurate work	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Ability to prioritise workloads	✓	
Ability to explain information clearly and simply	✓	
The ability to assist in the development of service policies and procedures	✓	
Excellent interpersonal skills	✓	
Be able to maintain confidentiality, acting in a professional manner at all times.	✓	
Ability to work as part of a team	✓	

Promote positive behaviour through own actions and attitude	✓	
A commitment to on-going personal development and willingness to undertake appropriate training	✓	

Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Safeguarding Children and Safer Recruitment in Education DfES 2007

The Trust pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks and DBS checks.

- Candidates should be aware that all posts in Outwood Grange Academies Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy CRB requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate

- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- List 99 check
- Satisfactory CRB/DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

How to Apply

To apply please log on to the Vacancies section of our website at www.outwood.com and complete the on line application form.

Closing Date:

Tuesday 16 June 2015 – 12 noon

Applying:

If you would prefer to submit a paper application form, please return to:

Human Resources
Outwood Grange Academy
Potovens Lane
Outwood
Wakefield
WF1 2PF