



Human Resources
Business Partner
RECRUITMENT PACK
Horizon Community College

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We are very confident that the college will go from strength to strength.

Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



Mrs Margaret Gostelow

We want young people to leave Horizon Community College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.

The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

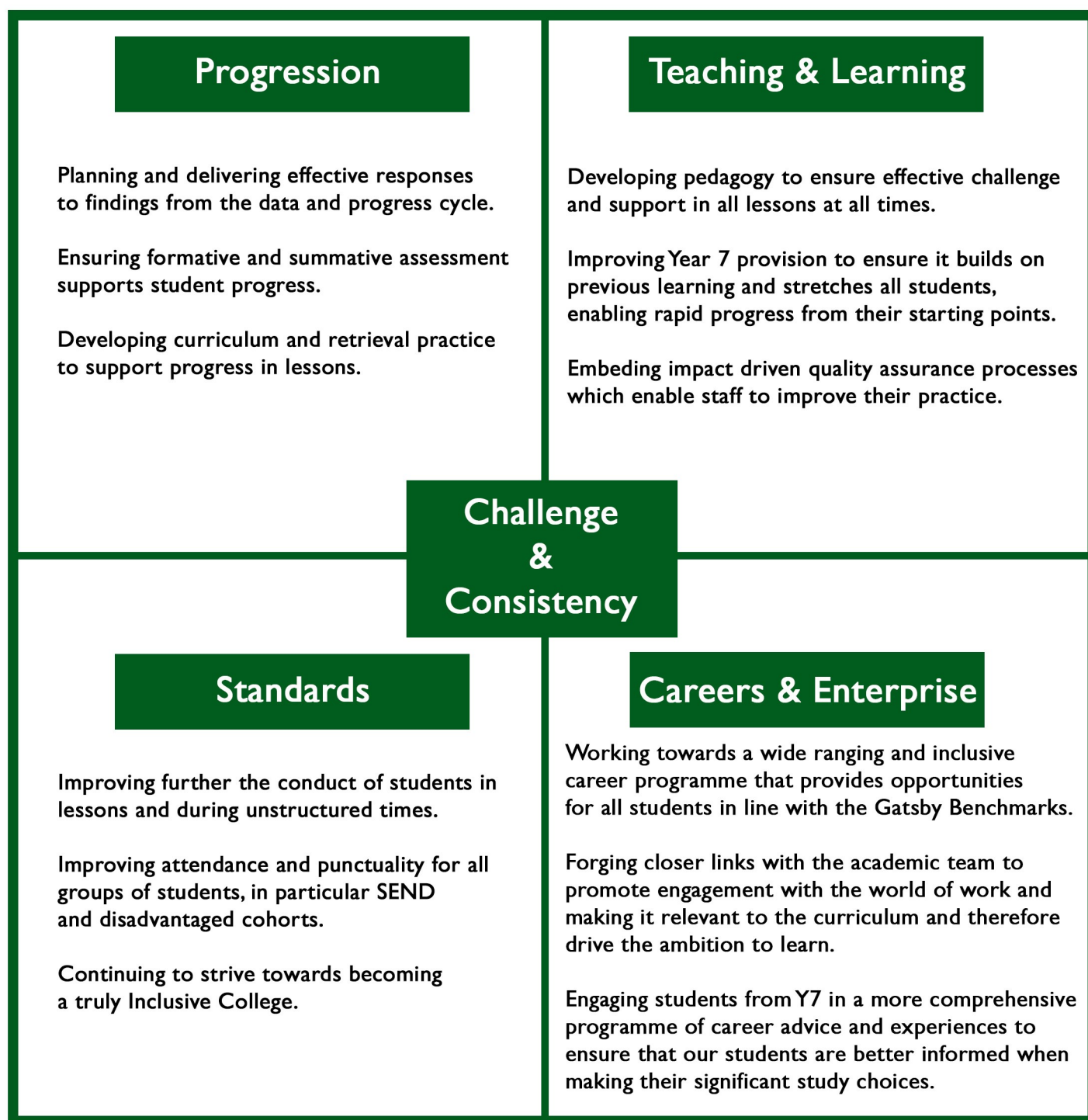
Nick Bowen
Executive Principal

Claire Huddart
Principal

Margaret Gostelow
Chair of Governors



Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

Claire Huddart (Principal)

Learner Expectations and Attributes



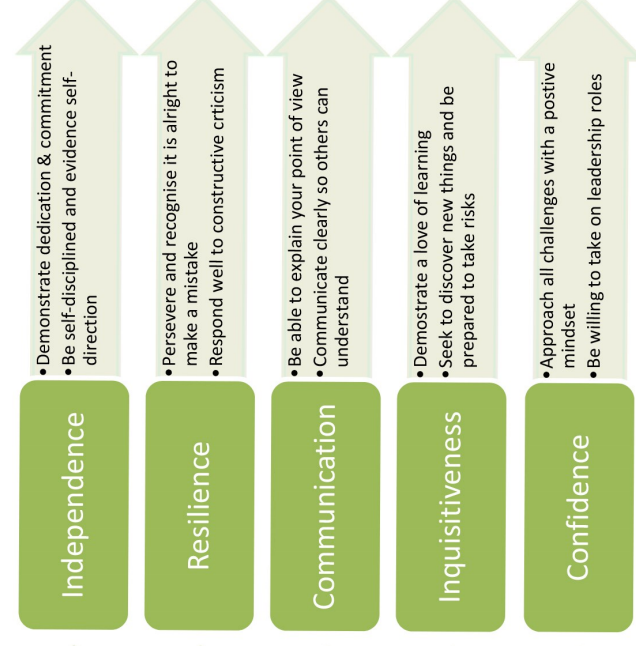
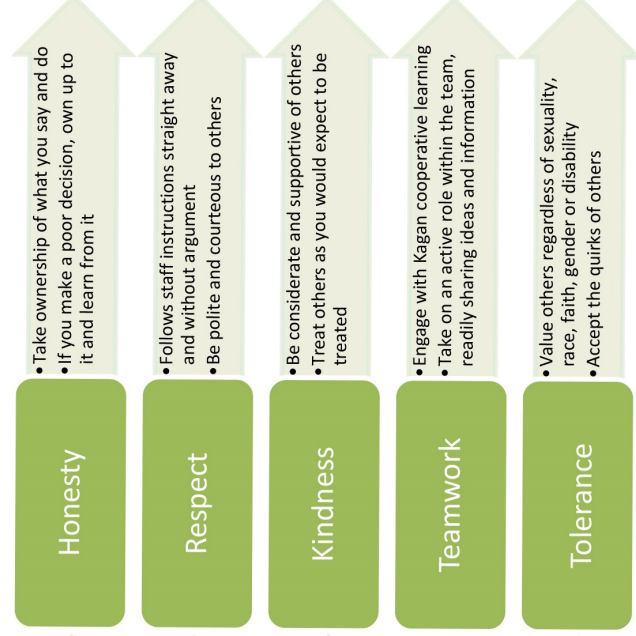
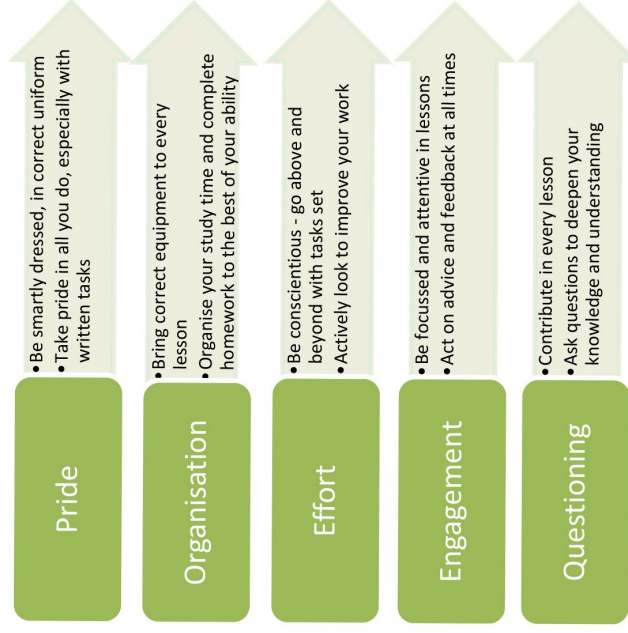
Expectations

Attributes

Approach

Relationships

Ready to Learn



4
Rarely meets expectations and demonstrates few of the attributes.

3
Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2
Meets expectations most of the time and demonstrates some of the attributes.

1
Consistently meets expectations and demonstrates most or all of the attributes.

Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College 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 Horizon 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 an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

Human Resources Business Partner

Location: Horizon Community College, Barnsley

Salary: Grade 11 (£38,066 — £40,660)

Hours Per Week: 37

Type: Permanent, Term Time Only (plus 3 weeks and 2 INSET days)

Closing Date: 17 July 2018

An exciting opportunity has arisen for a HR Business Partner to assist in the delivery of the HR function. We are looking for an experienced professional with a customer focussed approach to service provision.

The main focus of the role will be to provide advice, guidance and support to managers and staff on every aspect of HR including recruitment and selection, absence management, reorganisation, TUPE and employee relations issues.

CIPD qualified with strong generalist HR experience is essential along with excellent interpersonal skills and the ability to build strong professional relationships.

A Disclosure and Barring Service check will be undertaken for the successful applicant.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Job Description

Job Description

BARNSLEY

Metropolitan Borough Council

DIRECTORATE/DEPARTMENT: Children, Young People and Families

SERVICE AREA: Horizon Community
College

SECTION:

JOB TITLE: Human Resources Business Partner

JOB REFERENCE NO:

GRADE: To be evaluated

RESPONSIBLE TO:

Assistant Principal – Resources

EMPLOYEE SUPERVISION:

None

DATE AGREED:

BY WHOM:

Purpose of Post:

To embed effective people management practices across both internal and external customers by providing advice and support to enable them to manage employee resources in a fair and equitable way, ensuring compliance with best practice, employment legislation and terms and conditions of employment.

Duties and Responsibilities

- Assist the Assistant Principal – Resources to deliver a highly effective HR agenda across the organisation and its partners.
- To provide professional advice and guidance on the interpretation of HR policies and procedures and terms and conditions of employment taking account of statutory requirements and the culture of the organisation.
- Contribute to the management of organisational change including workforce planning and development.
- Assist the Assistant Principal – Resources to establish systems and procedures across the full HR remit to ensure a smooth transition to academy status.
- Manage the recruitment process across the college and its wider partners, ensuring systems in place are effective and applicants sourced are of the highest calibre.
- To develop and maintain close collaborative, integrated and professional relationships with internal and external stakeholders including Trade Unions, Professional Associations and Workers Representatives. Ensure effective and appropriate consultation arrangements are implemented.
- Manage casework including the provision of advice and guidance on panel hearings and appeals on all issues relating to employee relations including discipline, grievance, performance management, re-structures, redundancy, managing and sickness absence.

Job Description

- To advise internal and external customers with the process to be followed with Employment Tribunal Claims including attendance at Hearings when required.
- Review, as requested, existing policies and procedures and develop new policies and procedures through researching current and new legislative requirements and best practice guidance, taking account of college objectives and client requirements.
- Develop and deliver briefing and training sessions to support organisational values and strategic aims.
- Undertake specific project/consultancy work as agreed by the Assistant Principal - Resources
- Research, prepare and deliver reports and briefings suitable for a variety of audiences including leadership level, trust boards and the governing bodies.
- Utilise a variety of software packages to maintain accurate records and data.
- Keep abreast of wider developments as well as maintain up to date knowledge of local and national regulations and legislation which will have implications for service delivery and satisfy customer demands.

Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Date Job Description Revised:

By whom:

Person Specification

EMPLOYEE SPECIFICATION

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title Human Resources Business Partner **School:** Horizon Community College **Grade:** To be evaluated

Criteria No	Attributes	Criteria	How Identified (Application Form or Interview)	Rank (Essential/Minor)
	Relevant Experience	Significant experience of working within Human Resources.	Application form/interview	Essential
		Experience of providing professional advice and guidance to managers at all levels of seniority.	Application form/interview	Essential
		Experience of working in partnership with a wide range of clients by engaging with them, building professional relationships; offering creative and solution based resolutions.	Application form/interview	Essential
		Experience of policy and procedure formulation and implementation.	Application form/interview	Essential
		Experience of analysing and manipulating data.	Application form/interview	Minor
		Experience of presenting information verbally at meetings and undertaking formal presentations and briefing sessions.	Application form/interview	Essential
	Education and Training Attainments	CIPD Level 7 Advanced Diploma in HR Management/Development or working towards at the discretion of the College	Application form/certificates	Essential
		Chartered Member of the Chartered Institute of Personnel and Development	Application form/certificates	Essential
	General and Special Knowledge	Up to date knowledge of employment law.	Interview	Essential
		Working knowledge of Microsoft applications.	Application form/interview	Essential
		Sound knowledge of Local and National Conditions of Service.	Interview	Minor
		Knowledge of pressures facing the education sector and external organisations.	Application form/interview	Essential
		Knowledge of partnership working and principles.	Application form/interview	Essential
	Skills and Abilities	High professional standards, including the resilience to manage a challenging workload under pressure and to deadlines, using own initiative and demonstrating skills in work prioritisation, organisation and time management.	Application form/interview	Essential
		Ability to work with both internal and external clients and partnerships, sometimes in areas of tension and conflict to deliver common goals.	Application form/interview	Essential
		Ability to assess problems within a short space of time and with limited information, and apply judgement and evaluation (including risks) to inform, advise and provide solutions.	Application form/interview	Essential

Person Specification

		Well-developed communication skills with the ability to present information verbally at meetings and by undertaking formal presentations	Application form/interview	Essential
		Ability to produce emails, letters and reports clearly and concisely not necessarily to a prescribed format.	Application form/interview	Essential
		Ability to develop, interpret and implement policies.	Application form/interview	Essential
		Consultation and negotiation skills to enable issues to be resolved.	Application form/interview	Essential
	Additional Requirements	Operate with the highest standards of personal/professional conduct and integrity.	Application form/interview	Essential
		Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	Application form/interview	Essential
		Willing to undertake training and continuous professional development in connection with the post.	Application form/interview	Essential
		Work in accordance with organisation values and behaviours.	Application form/interview	Essential
		Able to undertake any travel in connection with the post.	Application form/interview	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

Further Information

Should you wish to discuss the role further please contact Sally Goodall (Assistant Principal—Resources) on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

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

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.