

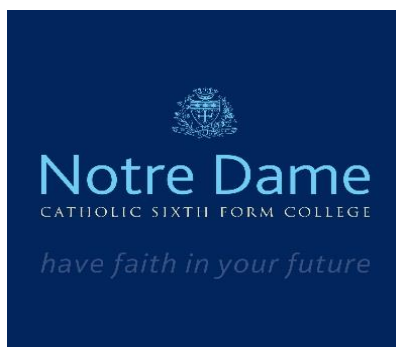
JOB DESCRIPTION

Post Title:	Human Resources Manager
Salary:	Pay scale range SCP 40 to 46, £32,163 to £37,199 depending on level of skills, experience and qualifications of the successful applicant.
Responsible to:	Vice Principal (HR)
Purpose of Post:	To be responsible for the management of the Human Resources (HR) team. To ensure that the team provides a comprehensive and customer focused service to all employees and potential employees; together with providing appropriate advice to SLT and Governors

Responsibilities:

- To provide effective management of the HR Team
- To provide comprehensive advice and guidance in all aspects of HR and relevant management issues, working closely with the Principal (backed by access to legal advice when necessary).
- To work with managers to ensure that they have the appropriate skills, knowledge and confidence to manage staff employment/performance issues effectively.
- To have working knowledge of current employment legislation and case law and to keep abreast of legislative changes, policies and developments in HR, ensuring the approach of faculties and departments reflect best practice and are legally compliant.
- To provide advice and guidance to all staff in relation to pay and conditions of service.
- To oversee the organisation and administration of recruitment and selection, including pre-employment checks.
- To oversee and provide information and guidance on induction, probationary and performance management reviews.
- To advise and manage, though not investigate any discipline, capability, and grievance issues.
- To be responsible for the management of staff absence recording and reporting including Occupational Health and return to work interviews.
- To adhere to the college's commitment to Equality and Diversity in line with the Public Sector Equality Duty.
- Ensure all college HR policies and procedures are up to date and in line with best practice and legislation.
- Arrange the organisation and administration of any college/union standing committee meetings.
- Conduct exit interviews and relevant reports.
- To manage the payroll process including pensions for support and teaching staff in conjunction with the Director of Finance and the College's Payroll Agent.

- Review quality standards within the HR team ensuring that a quality HR service is provided in line with the college and department Self-Assessment Report and Quality Improvement Plan
- Develop and maintain effective working relationships with SLT, Managers, Union representatives and external bodies.
- Represent the college at external events and develop mutually beneficial relationships with other HR providers.
- Support SLT in the management of the CPD budget.
- Take responsibility for the management and administration of the College's approach to safeguarding and safer recruitment. Including managing and monitoring safer recruitment procedures, DBS records, the single central record and facilitating and recording safeguarding staff development.
- To take responsibility for the ongoing development and maintenance of the HR database, resulting in increased accessibility to up to date management information.
- All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding. The HR Manager is expected to actively promote policies and practices in relation to these areas and to act as a promoter of them both internally and outside college.
- Attendance at SLT where appropriate.
- To provide reports and give presentations as required to the Governing Body and SLT to assist in strategic and policy decisions.
- To take responsibility for risk management, for the implementation and monitoring of appropriate actions, in response to the College's risk management plan.
- Ensure each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake such duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.



PERSON SPECIFICATION HR MANAGER

Education / Training:

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| • CIPD Qualified (minimum Level 5) or working towards the completion of | Essential |
| • Appropriate degree or practical experience that demonstrates relevant levels of knowledge and skills | Essential |

Experience / Knowledge:

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| • Demonstrate a proven HR track record | Essential |
| • Recent experience of working in an Education environment | Desirable |
| • Demonstrate a proven track record of working with managers at different Levels on HR management strategies and activities | Essential |
| • Evidence of involvement in HR policy and report writing | Essential |
| • Demonstrate an excellent understanding and knowledge of current legislation. | Essential |
| • Demonstrate a proven record in dealing with recruitment and a range of complex employee relations issues | Essential |
| • Experience of effective and efficient budget control | Essential |
| • Competent in the use Word, Excel and PowerPoint | Essential |
| • Competent in the use of HR and payroll computerised systems | Essential |

Personal Skills / Attributes:

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| • Demonstrate a high level of communication skills, both written and oral | Essential |
| • Be empathetic to staff | Essential |
| • Be able to lead, manage and motivate a successful team | Essential |
| • Be able to work on his/her own initiative | Essential |
| • Demonstrate attention to detail | Essential |
| • Demonstrate practical knowledge and excellent problem solving skills | Essential |
| • Confident and effective when communicating with people at all levels | Essential |
| • Ability to work under pressure while applying quality standards to all tasks and ensuring nothing is overlooked | Essential |
| • Highly organised and excellent presentation of appropriate reports | Essential |
| • Ability to use data to support written reports | Essential |
| • Ability to maintain confidentiality | Essential |
| • Display the values, attitudes and behaviour consistent with the Catholic ethos of the college | Essential |

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Application deadline: Monday, 10.00am on the 10th December.

It is intended that interviews will take place on Thursday, 13 December 2018.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic College

Notre Dame is a Catholic Sixth Form College with a historical track record of success. It is located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. It is a very successful college of approximately 1900 full time 16-18 year olds. Notre Dame's success rate makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

The latest Ofsted Inspection in the summer of 2008 graded all areas of the College as 'outstanding'. It confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Law:

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department:

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader:

'Though I have been here only a week everyone is so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'

What our students say about Notre Dame Catholic College



Name: **Bethany Walker**

High school: The Morley Academy

Courses: A level History, Psychology, and Sociology

Careers / university aspirations: Hopefully to do a childhood studies degree

What you like most about Notre Dame: the community of Notre Dame and the support you get from staff is just amazing! There are millions of things you can do – loads of extra-curricular activities. It's a big college, and you may not know many people from your school, but you'll be fine, you'll make new friends really quickly. A levels are a lot of work – be prepared to work outside college. Don't let this put you off, you'll have to take it in your stride.



Name: **Tadi Kativhu**

High school: Cardinal Heenan High School

Current courses: A level Law, Psychology and Sociology

Careers / university aspirations: Counselling psychology. Wants to make a difference in the UK, particular in terms of mental health, especially for young people.

What you like most about Notre Dame: Lots of support, careers, counselling, teachers, workshops during college day and after, and in the holidays (Easter). EPQ – A* research into teenage health. Lots of opportunities to get involved; open days, student exec, psychology ambassador...just everything!



Name: India Broughton

High school: Swallow Hill Community College

Courses: A level Law, Politics, Sociology

Careers / university aspirations: University of Nottingham, International Relations and Global Issues (Masters).

What you like most about Notre Dame: I am so happy that I decided to come to Notre Dame. There is always someone to sit with and chat to. It is easy to make friends with new people from other schools. The teachers offer lots of workshops – make sure you use them all! They will also help you to become organised from the start of the year.