

HUNTINGTON SCHOOL



WELCOME FROM THE HEADTEACHER

Thank you for your interest in the position of Human Resources Manager at Huntington School. This information pack has been compiled to give you key information about our school and the role for which you are applying. I was appointed Headteacher in February 2022 and it is a genuine privilege to lead such a wonderful community!

Huntington is a mixed comprehensive school and is fully inclusive, catering for the needs of all students regardless of academic ability or prior attainment. Our students are eager to learn and are strong advocates of our core values of Respect, Honesty and Kindness. These values are incredibly important to us and we challenge both staff and students to promote these qualities in all of their interactions.

We are demanding of our staff. We believe that our community deserves an outstanding school and we are committed to further improvements to fulfil our core purpose; *'to inspire confident learners who will thrive in a changing world'*. We provide excellent training and CPD for both teaching and support staff, using the expertise of our Research School to develop an evidence-informed approach to teaching. Fifty percent of our staff are part-time - just part of our pledge to recruit the best and treat them exceptionally well.

This is an exciting time to join Huntington School! As Headteacher, I have a clear vision as to how I wish to take this school forward in the years ahead.

If you are an individual who wants to make a difference to our young people by supporting senior and middle leaders then this is the role for you.

I look forward to hearing from you!

Matt Smith
Headteacher

SCHOOL INFORMATION

“The school’s approach to teachers’ professional development is exceptional and the school’s ‘Research School’ has had an extraordinary impact on teachers’ understanding of how to improve their practice” - Ofsted Oct 2017

Huntington School is a highly successful comprehensive school in the northern suburbs of the historic city of York. Our core purpose is to *inspire confident learners who will thrive in a changing world.*

Founded in 1966 and with the more recent accolade of becoming one of the country’s first and leading Research Schools we have established an enviable reputation for our expertise and innovation in teaching and learning, coupled with our school values of respect, honesty, and kindness.

Huntington is an 11-18 co-educational comprehensive school with a Sixth Form taking our total student numbers to approximately 1516, which includes over 300 students in the Sixth Form. Our students achieve excellent results, year-in, year-out, both at GCSE and A-level. Our A-level results place us in the top 10% of providers nationally and we rarely have any NEET students.

In Oct 2017, Ofsted rated the school **outstanding** in all areas. That judgment is a reflection of a lot of hard work, but only forms part of what makes Huntington so special. As a school, we by no means rest on our laurels, but continually strive to be better.

At Huntington School, we believe that people matter most! We believe our school is made a special place by the students and staff who come here together to learn. We believe that positive, respectful relationships between everyone in our school are crucially important in making Huntington an exciting place to study. We think that we have created an atmosphere at Huntington where we can all thrive together, where the conditions for growth are just right.



OUR CORE PURPOSE

At Huntington School we believe that inspiring students to enjoy school life is key to them being successful. The reason we work at this school is to inspire confident learners who will thrive in a changing world. This purpose lies behind everything we do at Huntington. We want our teaching to inspire our students with genuine confidence; we believe that every student can make more progress in their studies than even they themselves think possible. We know that as the world changes so rapidly our students will have to learn new skills. If they are going to thrive, they will need to be genuinely confident learners who know how to learn effectively and have the personal skills to get on well with other people. We are sure that the inspiring atmosphere students enjoy at Huntington School will enable them to grow and thrive in the modern world.

OUR VALUES

Our school has three core values: **Respect, Honesty and Kindness**. Every single person is expected to try as hard as they can to live by these values every single minute of every single day. We believe that if we can all be respectful, honest and kind we will have a school where we can all enjoy being successful.

OUR VISION

At Huntington we always remind ourselves to enjoy the moment whilst not forgetting that our priority is preparing our students for the future. In this ever-changing world, we have a vision of the school we want Huntington to be in the year 2024. Our Vision 2024 is based upon our commitment to providing the best possible education for our students so that they can thrive in a changing world.

The full version of Vision 2024 can be found in the back of this pack. In relation to our position on joining or creating a MAT, which is the last point on Vision 2024 – we are still keeping a watching brief on the educational landscape and have started talking to local MATs to gain more information to aid our decisions. We have a working group to keep an eye on this area, made up of Chair of Governors, Chairs of Governor committees, SLT and the Headteacher.

SIXTH FORM

“The sixth form provides an outstanding education. Students are purposeful and confident from excellent careers guidance which ensures that they go on to further study, employment or training that is closely matched to their aspirations” - Ofsted Oct 2017.

Our outstanding Sixth Form offers excellent learning and teaching, exciting extra-curricular activities and genuine support for each individual student. Our students are constantly challenged to reach the highest possible standards in their work. We offer a huge range of extra-curricular activities including sport, theatre, music, community activities, and charity work. We ask all our students to make a contribution to the school, local or international community and as a result they are looked on as leaders by younger students in school. Our Sixth Form offers a broad range of courses. There is a wide range of A Level and Level 3 courses available. Results are consistently excellent and this enables our students to enjoy great success in higher education and employment. We provide some A-level courses to the nearby Joseph Rowntree School and they provide a Photography course to our students. In 2021 the Sixth Form was awarded ALPS 1.



SEARCH SCHOOL

“The school’s ‘Research School’ status has had an extraordinary impact on teachers’ understanding of how to improve their practice” – Ofsted Oct 2017

In November 2016 we were officially designated an EEF/IEE Research School, one of only 22 in the country. Since then, the DfE has put EEF/IEE Research Schools at the heart of raising achievement in the most deprived areas in the country. Huntington has been one of the schools at the forefront of making evidence-based practice the norm in schools. As a Research School our core purpose is to:

- Share and disseminate the very best of evidence-based practice to schools and teachers across Yorkshire and the Humber
- Provide evidence-based training
- Host conferences and events
- Support schools and other educational organisations across the region

We are very proud to take a role in supporting the school-led system as part of a dynamic network across the region, including our Associate Research Schools in Sheffield and the Wolds.

Staff value the opportunity to take part in research and all staff undertake an Inquiry Question every year, focussed on improving their practice. We have staff who both teach in school and work in the research school.

“The school is steeped in research-based practice, which is leading to pupils making rapid gains in their skills, knowledge and understanding” – Ofsted Oct 2017



WORKING AT HUNTINGTON SCHOOL

We believe in recruiting the best and then treating them exceptionally well.

1. Over the last few years, we have implemented working practices which have created a culture where truly great teachers can thrive. Prioritising staff wellbeing; over 50% of our staff work part-time hours; full-time teachers teach 44/50 periods per fortnight, maximum; flexible working arrangements are supported wherever possible; staff can go home if they are not teaching the last period of the day; everyone can take one 'family day' a year fully paid; we provide flu vaccinations for all staff; the staff room has been recently refurbished with better working and rest facilities, increasing ICT provision and fresh coffee after feedback from staff; we have a team of staff from across all areas of school whose remit it is to lead on wellbeing and we dedicate training time to work on strategies to actively improve our wellbeing.
2. We truly believe that we can all be better teachers and understand the value of evidence-informed practice. CPD is planned and prioritised throughout the whole year, so people know what is happening from the outset. Everyone completes an Inquiry Question, with support from the Research School.
3. We actively develop leadership skills through our STARK Staff Development Programme and opportunities such as the Junior Leadership Team and Associate SLT Placements to help individuals develop their chosen career paths.
4. Performance Management is called Performance Development. Our "no lesson judgements" policy came in several years ago; we just discuss how to get better. We begin with the assumption that all of us will get an annual pay rise unless our students' outcomes are poor, and we use our wisdom when making that call, with utter transparency.
5. We minimise admin and data entry (we have only 2 data captures per year) so we can truly focus on what is important to allow meeting time to be dedicated to teaching & learning: on alternate Mondays teachers work on their practice in what we call Curriculum and Assessment Forums (CAFs) from 2.45-4.45 pm.
6. Most policy is designed by the middle-leaders with minimal SLT input, because the middle leaders know what works best. We have a Marking and Feedback policy designed from the bottom up, based upon a set of principles, different according to subject specific needs

“Teachers have strong subject knowledge and high expectations of their pupils” – Ofsted Oct 2017

“The professional development of all staff is exemplary. Leaders believe that ‘every teacher needs to improve, not because they are not good enough, but because they can be even better.’ The school’s training programme responds flexibly to emerging and established priorities and is personalised around the needs of each teacher and teaching assistant. The support for recently appointed teachers and those new to the profession is very strong” – Ofsted Oct 2017



VISION 2024

In 2024 Huntington will be a school where we have students making exceptional progress in their studies way beyond what even they themselves think they are capable of making, where we can be as sure as we ever can be that every student sets off into the world with the personal skills and aptitudes to thrive and a set of examination results of which they can be proud.

In 2024 Huntington will be a school where we have a challenging, inclusive curriculum, one which is built upon the foundations of reading, writing and arithmetic, and is shaped according to what our students need to know, understand and do in order to thrive for the rest of their lives.

In 2024 Huntington will be a school where we have a highly functioning Pastoral system, one where our pastoral and academic systems operate seamlessly together as one to ensure that every child at Huntington has a champion.

In 2024 Huntington will be a school where we have the highest expectations of students and ourselves, where every student, no matter his or her starting point, is expected to work as hard as he or she can, and behave as well as he or she can, without qualification.

In 2024 Huntington will be a school where we have truly great, evidence-based teaching & learning, where we have collaborated as a whole staff on finding out what works and we evaluate our practice regularly against what we know works.

In 2024 Huntington will be a school where we have the very best training programme for our staff, where every single colleague has a high-quality development programme mapped out for them the moment they begin working at our school.

In 2024 Huntington will be a school we have the unqualified support of our parents, where parents have the highest aspirations for their children, where they work with us, not against us, in educating their children.

In 2024 Huntington will be a school where we cherish wellbeing, where every single one of us is wholly committed to our work, but has time to enjoy life beyond Huntington School, with family and friends, so that the school/home balance is in true harmony and we embody a celebratory, sustainable approach to life.

In 2024 Huntington will be a school where we have a core set of values that we live by, where our core values – Respect, Honesty and Kindness – direct our every interaction to the point where they are woven through us like the words in a stick of rock.

JOB DESCRIPTION: MPR TEACHER OF MODERN LANGUAGES

TLR GRADE: N/A

RESPONSIBLE TO: SUBJECT LEADER OF MODERN LANGUAGES DEPARTMENT

RESPONSIBLE FOR: N/A

JOB PURPOSE:

To secure high standards of learning outcomes for all students through truly great teaching

We want to develop truly great teaching in our school; it is our driving ambition. Consequently, we want to appoint truly great teachers whose teaching leads to improved student progress. We have our own vision of what Truly Great Teaching looks like. It is simple, it is what all aspire to when we teach and it is summarised below:



We also expect teachers to complete all administrative tasks in a professional manner and to meet all the Teachers' Standards (updated 2013) as contained in the DfE document found here: <https://www.gov.uk/government/publications/teachers-standards>

SCHOOL VALUES

The post holder will subscribe to the notion that *we want all members of our School community to value*: Respect; Honesty; Kindness and to believe in the limitless potential of people.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.





JOB DESCRIPTION

Form
JD1

JOB TITLE: Human Resources Manager		POST NUMBER:	
REPORTS TO		Headteacher of Huntington School	
DEPARTMENT: Huntington School		GRADE: 10	
JE REF:	3179 B00448	PANEL DATE:	100913
1.	<p>MAIN PURPOSES OF JOB:</p> <p>Manage the Human Resources function for Huntington School (and any other school that buys in their HR Service via Huntington), providing support and challenge at a strategic level on HR issues that will help drive lasting school improvement.</p> <p>To take a proactive approach to the development of people management practices amongst schools' middle and senior managers and relevant Governors to ensure continuous improvement in line with schools' strategic plans.</p>		
2.	<p>CORE RESPONSIBILITIES, TASKS & DUTIES:</p>		
	Provide specialist HR support, advice and guidance to the Headteacher and Senior Leadership Team of Huntington School and the school's Governing Body; and of any other schools / institutions that may purchase an HR Service from Huntington School.		
	Develop and update HR policies and procedures as required or as determined by changes in employment and education legislation. Liaise, as appropriate, with trade union representatives, SLTs, governors and employees to negotiate changes and successfully implement any new HR policies and working arrangements.		
	Liaise with other schools' Headteachers, Business Managers, Governing Bodies as required to further develop the HR service provided to schools by the HR function of Huntington School.		
	Lead on the pro active development and marketing of an HR Service that can be offered to other schools.		
	Monitor and review workforce data in order to identify staffing risks and issues as well as opportunities for future improvement. Develop and review HR performance indicators in order to identify improvements and provide updates to SLTs and Governors on the extent to which requirements were met.		

		Develop and ensure appropriate delivery of training and coaching programmes in <i>effective people management skills</i> for schools' middle and senior leaders
		Institute and maintain appropriate systems to ensure the effective and timely management of any performance concerns, disciplinary, grievance and bullying cases in line with policy, best practice and current legislation. This may include conducting investigations and chairing meetings directly where appropriate or supporting and coaching other managers to do so.
		<p>Ensure all staff absence cases are managed in a timely, effective and fair manner taking into account employment and equalities legislation. This will include ensuring appropriate systems are developed and maintained and that procedural return to work interviews & review meetings are conducted, Occupational Health referrals are made as appropriate & recommendations implemented and that any ill health dismissals are conducted fairly by appropriate managers.</p> <p>This will include training, supporting and coaching middle and senior managers and relevant Governors to carry out their role in this area in an effective and confident manner.</p>
		Monitor recruitment, induction and probation processes, including the completion of thorough training for all staff in up to date and relevant child safeguarding procedures. Providing coaching and support to managers as required.
		Ensuring effective and appropriate systems are in place for managing the full range of HR and payroll administration.
		Support the management of the school's Human Resources budget on a day to day basis, maintaining in-house tracking systems.
		Manage service contracts related to Human Resources
3.	SUPERVISION / MANAGEMENT OF PEOPLE No direct reports but: Provision of training, coaching and support to line managers on HR management issues.	
4.	CREATIVITY & INNOVATION Subject to minimal supervision. Will be required to deal with complex problems. Problems/issues will not be straightforward requiring the analysis of the context, interpretation of information, considerations of the HR implications of the options and advice on the most appropriate course of action. The job holder will develop and advise upon school HR procedures and interpret legal guidelines.	

	<p>The job holder uses initiative in establishing working practices and proposing changes to existing working practices and/or processes for HR issues across the school and any other schools that buy into the service.</p> <p>Will assess the detail of issues, develop a number of alternatives and decide which alternative to recommend to the manager/governor /employee.</p> <p>Continually assessing work improving systems as necessary.</p> <p>Ability to give advice and seek information from staff / managers / governors</p> <p>Publicise and market the school and the HR Advisory Service, build business partnerships.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Work with the SLT and Governing Body, to challenge existing practice and gain commitment to change.</p> <p>Daily contact with senior managers, Governors and Headteachers of any school buying into this HR Service, giving support, advice and guidance on HR matters, some of which will be complex, contentious and sensitive. The post holder will build relationships with Headteachers and Governing bodies so that they have every confidence in the advice.</p> <p>Reporting to Governing Bodies on the evaluation of the impact on their School of HR issues, recommending appropriate action.</p> <p>Advising Headteachers and Governing Bodies regarding HR policy when they negotiate with trades unions on matters relating to changing ways of working.</p> <p>With HR colleagues in the business centre requesting, workforce information and /or keeping officers abreast of a developing situation, e.g. restructure. The speedy flow of information will ensure employees paid correctly and reduce overpayments.</p> <p>External</p> <p>Frequent contact with relevant officers of the Local Authority (HR, Finance, Governance Services) to ensure all statutory requirements regarding the employment and management of staff, are met.</p> <p>Regional and Local Trades Unions for consultation and negotiation purposes when revising policies, procedures and working practices as well as on specific HR casework</p> <p>Safe guarding of children external agencies regarding disciplinary and child protection issues.</p> <p>Occupational Health services, Payroll specialist services etc. Regarding management of contracts for HR related services with these external providers.</p>

6.	<p>DECISIONS – discretion & consequences</p> <p>The job holder needs to decide upon the most appropriate HR advice for any given situation. This decision will be based on HR knowledge and experience and also knowledge of schools’ context in relation to the Local Authority.</p> <p>Heads and Governors are able to make well informed decisions based on the advice which affects the employees delivering services in their schools.</p> <p>Respond timely, positively and confidently to requests from Headteachers, Senior Leaders and Governors, assured that the advice is correct for the given situation.</p> <p>Consequences – inappropriate advice could lead to detrimental employee relations, employment tribunal claims and consequential financial and reputational risk.</p>
7.	<p>RESOURCES – financial & equipment <i>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</i></p> <p>Description (Value) Normal Office Equipment.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands Workload is dictated by the Schools using the services of the post holder, which may vary. Within this context the post holder can largely plan their own work, but this still will be subject to interruption they will have to deal with frequent conflicting demands, changing deadlines and priorities.</p> <p>Physical Demands, This role is largely office bound but sometimes involves moving around the school premises. May be some requirement to work on other school premises and carry out occasional staff home visits.</p> <p>Working Conditions No unpleasant working conditions. Normal office environment.</p> <p>Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses. Occasional hostile reaction and unpleasantness, dealing with employees in difficult situations.</p>

9. KNOWLEDGE & SKILLS

Chartered Member of the Chartered Institute of Personnel and Development (CIPD) or equivalent demonstrable experience.
 Educated to degree level or equivalent with demonstrable ability to challenge, debate and present arguments at a strategic level.
 In depth knowledge, understanding and practical application of legislation affecting employee relations, with continuous professional development to keep abreast of legislative changes and issues affecting local government.
 The jobholder needs to have had substantial experience of HR management at a senior level, implementing policies and procedures, within a unionised environment.
 Ability to analyse information and data and make sound, rational decisions; offering the most appropriate HR strategy to meet the needs of the situation.
 Ability to bring complex problems to a timely and satisfactory conclusion.
 Ability to lead and implement change, positively, to ensure the continuous development and improvement of the HR function.
 Problem solving and analytical skills.
 Excellent oral and written communication skills, able to use a range of different presentation skills for communicating complex HR issues and advice on a one to one basis or to larger groups.
 Ability to work under pressure to deadlines and monitor and prioritise own work.
 Ability to input, interpret and present data.
 Requires persuasive influencing skills for dealing with staff, governors, unions and external clients.
 Tact, diplomacy and initiative.
 Ability to train and induct staff in HR policies and procedures
 Ability to give clear, accurate advice.
 Understanding of child protection issues.
 Experience of implementing change initiatives.
 Able to develop and sustain personal relationships with a wide range of individuals and groups.

