



Human Resources Director
(Maternity Cover)
INFORMATION PACK, Feb 2018



About the River Learning Trust

The River Learning Trust (RLT) is a multi-academy trust responsible for a number of schools and a school centred initial teacher training provider within Oxfordshire. The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

The River Learning Trust is a community of children, young people and adults with shared principles including:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidenced based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do

Schools in the Trust

The following schools are currently a part of the River Learning Trust:

- The Cherwell School
- Chipping Norton School
- Kingsdown School
- Wheatley Park School
- The Swan School (in pre-opening)
- Cutteslowe Primary School
- Edith Moorhouse Primary School
- Garsington Primary School
- Horspath Primary School
- New Marston Primary School
- Tower Hill Primary School
- Wolvercote Primary School
- The Cherwell OTSA SCITT

The Trust is also in discussion with a number of other secondary and primary schools as we jointly explore further growth.

Our Vision

Education has the power to change lives, communities and society for the better. At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our three shared principles.

Job Description

Job Title:	HR Director (Maternity Cover)
Purpose:	Providing leadership and professional management in the operation of HR services of the Academy Trust, as an active and visible member of the Academy leadership team.
Accountable to:	Chief Operating Officer
Responsible for:	The post holder will be responsible for the Trust HR Business Partner and Payroll Manager, and providing professional leadership to all HR staff across the Trust, linking with school Managers, Headteachers and other staff as appropriate
Working time:	Full year working, with flexibility for part time working. At times there will be a need to work a flexible pattern to meet the demands of the role, including possible occasional attendance at evening meetings
Salary:	Grade 14 (£43,821 – £46,642 FTE), plus LGPS Pension (currently 16.5% employer contribution)
Disclosure Level:	Enhanced DBS
Contract Length:	Maternity cover from April 2018 for 12 months.

1. Role Summary

The Trust currently (as at January 2018) comprises 11 schools, and employs c.1100 staff. This role is key in providing the Trust with both practical and strategic HR support.

As HR Director you will achieve this by:

- Identifying HR priorities and recommending appropriate people management solutions to support the Trust's aims.
- Delivering a comprehensive, fully integrated HR service, including the provision of professional and confidential HR and employment law support, advice and guidance.
- Providing support, coaching and training to Trust and school leaders on people management and the HR implications of policy and strategy.
- Contributing to the strategic leadership and management of the Trust.
- Managing the HR team to provide a professional and trusted HR Service.

2. 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 school leaders on the people management and HR implications of policy and strategy.
- Inform and advise the Trust Leadership 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 COO when requested.
- Remain up to date with pension fund changes in order to advise and coach

Trust and school leaders and HR staff across the organisation.

- Review and advise amendments to HR-related policies and procedures 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 and restructuring consultations across The Trust.
- Contribute to the due diligence and project management process for schools 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.

3. HR Service Development

- Manage contracts for external services including HR and legal advice, EAP, Childcare Vouchers and Occupational Health services.
- Develop and maintain HR policies, systems and procedures.
- Contribute to the Trust recruitment and retention strategy.
- Manage and evaluate the annual appraisal process.
- Ensure all HR-related statutory reports and returns, including workforce census and single central register and are completed and returned by each School within the Trust.
- 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, and offering advice and support in the responsibilities of data protection.

4. Recruitment and Safeguarding

- Put systems and support in place to ensure that the highest standards for job design, recruitment and selection are maintained throughout the Trust.
- Monitor safer recruitment practices and ensure correct maintenance of the single central register at each school.
- Working with school staff to ensure new starters are inducted into the Trust appropriately, and that initial contract documents are prepared and updated within required timescales.
- Responsible for HR aspects of the Trust website, updating documents and ensuring resources available to schools are appropriate and relevant.
- Supporting school staff with any issues around DBS, List 99, identity checking and work permit processes for any staff, volunteers and governors who visit schools in the Trust on a regular basis.

5. Payroll/Budgetary Support

- Support the Trust's Payroll Manager to ensure the completeness and accuracy of the monthly payroll.

- Work with the Trust's Payroll Manager to implement payroll decisions and deal with pay queries, liaising with our Personnel/Payroll provider and outside agencies (e.g. Teacher Pension Scheme, HMRC).
- Supply confirmation of pay details to third parties (e.g. Jury Service, mortgage references and benefit claims).
- Work with the Trust's Payroll Manager to implement changes to pay from statutory, national or local pay agreements.
- Work with the Trust's Payroll Manager to review and supply annual pay rises and increments as directed.
- Ensure all Trust staff are issued relevant notification of pay (e.g. payslips, P60).

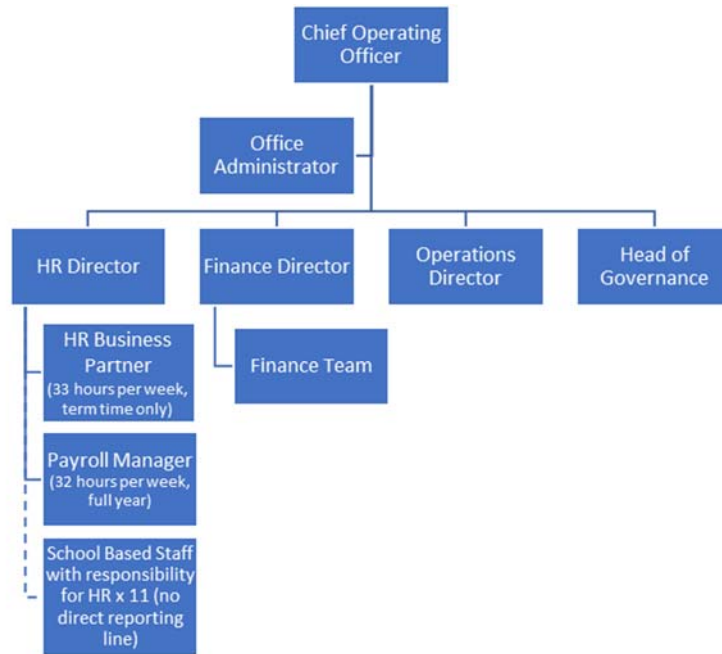
6. Management of Staff

- Provide leadership, motivation, support and performance management for the Central HR team as well as staff with responsibility for HR procedures, in conjunction with their line managers;
- Ensure that all HR staff are appropriately trained and developed, developing the management skills of middle leaders to ensure consistency of performance management;
- Ensure that high standards of professional behaviour, performance and customer care are achieved, using systems of external accreditation and evaluation wherever possible;
- Contribute actively to the development of quality improvement programmes across the Trust.

7. Other duties and accountabilities:

- Keeping up to date with legislation and guidance from the CIPD, central government, Information Commissioner's Office and other relevant matters, and advise the COO and CEO of any material changes and any actions required
- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the COO.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Trust Central Leadership Team
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

8. Organisation Chart:



River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

January 2018

Person Specification

Experience	<ul style="list-style-type: none"> • Experience of managing HR in a complex, multi-site environment • Experience of recruitment interviewing and assessment at a senior level • Experience of managing staff • Experience of working within an Education environment would be desirable. • Previous experience of TUPE would be desirable.
Qualifications/Training	<ul style="list-style-type: none"> • Chartered Member of the Chartered Institute of Personnel and Development • Honours degree (or equivalent) in relevant discipline • Excellent numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Highly developed persuading, motivating, negotiating and influencing skills • Recognition that the consequences of error in HR decisions are high in cost, and being mindful of this in all decision making • Recognition that the consequences of error in safer recruitment are potentially disastrous • Understanding of school roles and responsibilities and own position within these • Excellent communication skills, orally and in writing, with the ability to convey and discuss complex information with a range of stakeholders including non-specialists • Excellent administrative and organisational skills with the ability to plan and execute events involving school and external partners • Strong negotiating skills in relation to best value resource management and business development • Understanding of payroll and the complexities of delivering payroll support across a multi-site organisation.
Abilities	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Highly developed persuading, motivating, negotiating and influencing skills • Recognition that the consequences of error in HR decisions are high in cost, and being mindful of this in all decision making • Recognition that the consequences of error in safer recruitment are potentially disastrous • Understanding of school roles and responsibilities and own position within these • Excellent communication skills, orally and in writing, with the ability to convey and discuss complex information with a range of stakeholders including non-specialists • Excellent administrative and organisational skills with the ability to plan and execute events involving school and external partners • Strong negotiating skills in relation to best value resource management and business development

Applications

To find out more about our schools, for further information about the post and an application form, please visit our website www.riverlearningtrust.org or to arrange an informal chat with our HR Director, Claire Handyside, please contact the central office on 01865 558727 or office@riverlearningtrust.org

To apply for this post, please submit to office@riverlearningtrust.org:

Completed application form. The section entitled Relevant Skills & Experience should be no more than two sides of A4 and demonstrate how you meet the Person Specification.

Covering letter. This should be no more than two sides of A4 and, given the context of the job description, provide an outline as to why you have applied for this post with examples of how your career thus far has prepared you for this role. Please also outline in this document your preference in terms of hours for this role.

The closing date for applications is 19 February 2018

Contact

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The River Learning Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 7966500.