

<b>Paddock School</b>	<b>Job Title: Head of HR</b>
<b>Responsible to: Head of Operations</b>	<b>Responsible for: HR Advisor(s) / HR Assistant(s)</b>
<b>Grade: PO5 – PO6 (depending upon experience)</b>	<b>Working Hours: 36 per week TTO / AYR: All Year Round</b>
<b>Spinal point: 39 - 45</b>	

## Main Job Purpose

Be accountable for the development and implementation of a progressive HR strategy that serves the school's current needs and supports its future development.

The Head of HR is the school's leading strategic HR professional to ensure the school meets its educational aims and works in partnership with the Head of Operations and SLT to ensure the right people with the right skills and right attitude are recruited at the right cost.

Provide strategic leadership of HR across the School and provide advice and guidance to the SLT and Governing Board to shape, develop and deliver effective HR systems and processes. Ensure the School is fully compliant with HR and people management legislation, guidance and best practice.

The Head of HR is accountable for the recruitment, induction, retention, training, continual professional development, performance management and resignation of all staff and volunteers.

The Head of HR will provide professional leadership and support to school leaders on all manner of complex staff management processes including disciplinaries, grievances, sickness absence, change management in accordance with up-to-date employment law, statutory requirements and best practice.

The Head of HR will oversee the HR services for staff, including liaising with Payroll, HR and other relevant services.

The Head of HR will develop and implement initiatives such as staff wellbeing and is a member of key groups such as the equalities group.

The Head of HR assists in the development of an inclusive culture that recognises and values the contributions of staff, setting high standards and expectations ensuring that everyone is empowered to do their best.

The Head of HR promotes and contributes to the development and implementation of the overall vision, values and aspirations of the school.

## Accountabilities

- Undertake a range of HR work from strategic to tactical, facilitating to hands-on
- Provide forecast and specialist advice to the Head of Operations and EHT on strategic organisation and budget requirements for staff, management and development
- Plan for and monitor HR expenditure according to the allocated budget(s)
- Lead the development, design and monitoring of all HR procedures and practices in school
- Ensure policy creation and implementation reflects statutory best practice & meets legislation
- Seek opportunities to improve & develop activities within the HR lifecycle (how we attract, recruit, manage, develop, train and retain staff & volunteers)
- Provide relevant and highly accurate HR information and data to SLT, the Governing Body and outside agencies e.g. DfE, LA
- Work with the chair of the HR Committee to ensure that Governors are able to discharge their duties effectively

- Ensure information is maintained and kept up to date on all HR systems & processes, including SIMS / Arbor, SAM People, Face-ED, absence, probation, single central record, payroll etc and is compliant with data protection laws
- Line manage, mentor and coach the HR team by setting high standards and expectations and challenging underperformance
- Develop constructive relationships and communicate with other agencies and professionals
- Work/lead on HR projects when required

### **Main Duties and Responsibilities**

The Head of HR is responsible for the staff forecasting model in order to advise the SLT and governing board on strategic organisational design, senior management and staff selection, performance management, development and retention and ensure the appropriate deployment of staff.

### HR Policies, procedures and practice

Responsible for the development of Human Resources policies, procedures and practices for the provision of specialist advice and guidance to the SLT, Governing Body on national and local guidelines, policy and statute etc.

- Interpret matters of policy, procedure, practices and statute to ensure the school's compliance and initiate appropriate action arising
- Ensure that effective Codes of Practice are adopted, disseminated to staff and procedures observed
- Keep abreast of statutory regulations and best practices and modify policies to ensure the school is always up to date in key areas such as recruitment, appraisal & performance development, equality & diversity, pay & benefits, leave, grievance, disciplinary and redundancy
- Identify legal requirements and government reporting regulations that affect human resource function. Ensure organisation is in compliance with legal requirements
- To work in conjunction with the Headteacher and Head of Operations to ensure the procurement of appropriate IT support systems to support the HR function
- To ensure the accurate storage and maintenance of the school's personnel records/systems both electronic and paper based
- When new / revised LA HR procedures are issued, seek approval from school Governors that they can be adopted and ensure the HR team use them.

### Planning & budgeting

- Identify the need for resources, including management (planning, monitoring & evaluation) of the resources budget and short-term emergency or daily cover
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities including succession planning and career development
- Manage volunteer, work experience placements and develop an apprenticeship programme
- Provide termly HR Reports to the Governors and Headteacher

### Recruitment & Induction

- To ensure that all safer recruitment processes, including re-employment checks are established and adhered to in line with the local authority procedures and school practice
- Identify and select resources needed and ensure recruitment policies and plans are in place including advertising, shortlisting, setting tests and preparing interviews, undertaking pre-employment recruitment and DBS checks, and contract creation
- Develop recruitment marketing and advertising materials and activities to attract enthusiastic and skilled personnel employees in liaison with Communications and PR
- To identify and set up strategic partnerships with recruitment agencies and create appropriate service level agreements
- Plan and deliver high quality induction providing new staff essential information regarding safeguarding, school policies, health and safety and administration tasks

- Conduct periodic reviews of all Job Descriptions and Personnel Specifications

#### Performance Management

- Manage all staff performance processes for the school, the appraisal process and policies
- Support line managers in applying a range of performance management strategies to meet individual development and training needs e.g. coaching, mentoring, on-the-job training and training courses
- Support line managers to support staff who are not meeting targets with appropriate improvement strategies or work through unsatisfactory performance processes
- To ensure that support staff probation and performance assessments are undertaken in line with school policy

#### Training and Development

- Management of the training and development budget
- Provide guidance and oversee the updating and maintenance of the SIMS database for all staff training & development needs and completed training courses/events
- Perform an audit of skills and identify gaps and alert relevant line managers
- Monitoring, evaluation and reporting of the efficacy and impact of training and development activities at business and individual level
- Support the HR Assistant to investigate, develop or source alternative methods of training/development delivery (digital, multimedia, web based)
- Support the HR Assistant to identify and set up partnerships with appropriate learning/training providers with appropriate service level agreements

#### Staff Retention

- To develop the staff wellbeing policy and practices and to lead on implementation of initiatives
- To develop and maintain a strategy for retention and rewards
- Champion the best physical environment across all sites so employees are delighted and proud of the environment they work in

#### Contracts of Employment

- Responsible for the maintenance of comprehensive/current contracts of employment that specify staff duties, responsibilities and pay scales

#### Employee Relations

- Responsible for the provision of expert advice on employee relations including policies relating to maternity/paternity, sickness, return to work & occupational health, absence, disciplinary, capability and grievance procedures
- Ensuring that expert advice and guidance is sought when required when dealing with Employee Relations issues

#### Flexible Working

- Responsible for the development and use of a Flexible Working policy that will benefit both employees and employers and will help to attract and retain staff

#### Payroll

- To control the submission of instructions to payroll, ensuring the correct level of approval is obtained in advance of the submission

#### Measures and Performance

The Head of HR is responsible for developing and monitoring HR KPIs and conducting regular staff/customer satisfaction audits. Measures to include:

- Appropriate use of HR budget
- Performance Management Outcomes
- Staff vacancies/turnover
- Absence Levels
- Response times
- SLA targets
- Number of Grievances / Disciplinarys / Complaints
- Payroll on time

### **Safeguarding / other duties and responsibilities**

- To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role
- To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
- To comply with all the school’s codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety
- Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure confidentiality at all times
- Contribute to the overall ethos, work and aims of Paddock School
- Attend training as directed and identified
- Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals
- To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school’s equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning UK GDPR and Health and Safety
- To comply with recommendations of LADO
- To manage the administration around Neutral Notifications and feed appropriate information to stakeholders on a need to know basis. Report a summary to Governors on termly basis.

### **Key Measures**

- Management satisfaction
- Quality and timeliness of statistical reports
- Payroll on time
- Staff recruitment, retention and attendance

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• CIPD qualification or relevant Degree (Level 5 or above)</li> <li>• GCSE Maths and English Level C or above</li> </ul>	<ul style="list-style-type: none"> <li>• MCIPD</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in strategic HR leadership and organisational development</li> <li>• HR management experience in a medium-sized organisation, including policy development and management or recruitment and selection</li> <li>• Advising senior/middle managers on employment law issues – discipline, absence, capability and grievance</li> <li>• Managing staff</li> <li>• Management of personnel information systems ensuring complete, timely and accurate information is available at all times</li> <li>• Translating law into best practice employment policy, procedure and advice</li> <li>• Clear focus on strategic issues, with the ability to translate into appropriate action</li> <li>• Staff performance monitoring and development</li> <li>• Successful change management</li> <li>• Budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience gained in a school environment or the commercial sector</li> <li>• Experience of working with volunteers</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Excellent understanding of developments in employment and law and employee relations, organisational planning and development</li> <li>• Managing difficult situations and working with those involved to devise solutions</li> <li>• Strong IT, data management and report-writing skills</li> <li>• Ability to manage a number of on-going projects effectively and efficiently</li> <li>• Excellent written and verbal communication skills</li> <li>• Highly developed interpersonal skills</li> <li>• Decisive and acts promptly under pressure</li> <li>• Have experience of working in a flexible and positive manner, being adaptable to changing work patterns</li> <li>• Ability to work alone, and be part of a team and be self-motivated</li> <li>• Ability to manage a substantial workload and prioritise effectively</li> <li>• Ability to maintain high level of confidentiality and security of information</li> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity</li> </ul>	