

**HR Director**

**Scale Point T7 – T13 – Actual salary range£54,372 - £65,010**

**Required: ASAP**

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| **Closing date:** | Monday 3rd July 2023 |
| **Interview date:** | Monday 19th July 2023 |

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**Important Safeguarding notice / Statement of Intent**

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts ‘responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

The following statement is an extract from our Safer Recruitment Policy and is line with the Government’s Department for Education document: ‘Keeping Children Safe in Education 2022’

**2. Statement of Intent**

2.1 South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

* **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
* **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
* **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

2.2 The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Dear Potential Colleague,

Thank you for expressing an interest in this post.

This is an exciting opportunity to join a developing Academy of Trust of eleven academies and a SCITT.

As HR Director you will lead the developing central services function and will evolve with the Trust. The Trust’s mission is to improve the life chance of children and young people, while also aiming to be the best employer possible.

You will work as part of central team, based at the Trust office in Elland, however the ability to travel to individual academies is a necessity.

This role will lead the HR Central service for over 800 staff employed by South Pennine Academies and will cover all aspects of people management.

If you think that you may be the right candidate for this role, then we look forward to receiving your application. If you would like to discuss the role in more detail or require more information, please contact our Deputy CEO, Roz Batley at: [roz.batley@southpennineacademies.org](mailto:roz.batley@southpennineacademies.org)

Lynda Johnson

Chief Executive

**South Pennine Academies**

**The Trust**

**Vision**

* To develop a group of closely partnered academies
* To ensure all academies are world class Centres of Excellence for Teaching and Learning
* To ensure the Trust plays a pivotal role in improving the life chances of students
* To develop local solutions and partnerships to meet local needs
* To promote school improvement with inclusion and diversity at its core

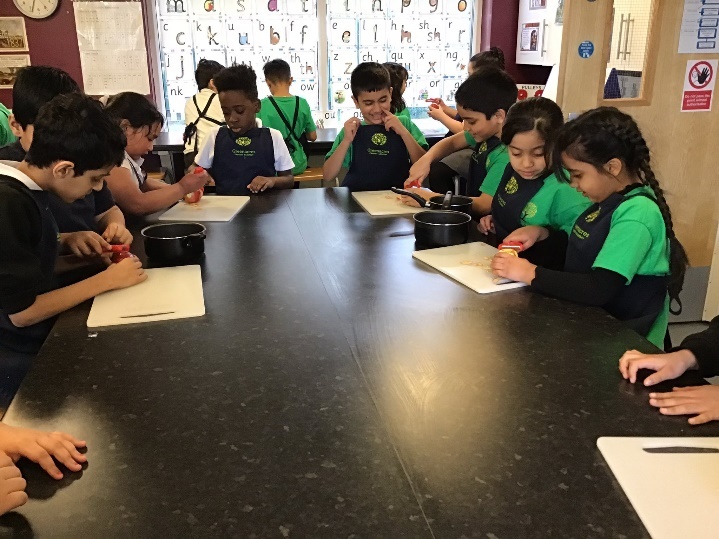
**Values**

South Pennine Academies believes in school improvement through a partnership model.  This brings drive, expertise and capacity to the school improvement agenda.  We recognise and encourage each academy’s unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a Multi Academy Trust allows school-to-school support to flourish.  Becoming part of our partnership will allow you to become a leader not a follower, and be involved in shaping the partnership rather than having it shaped for you.

**Key Priorities**

* Strong and Effective Leadership
* High Performing Staff
* Successful Students
* Engaged Community



**South Pennine Academies Partner Schools**

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**Joining South Pennine Academies**

* **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - [South Pennine Academies - Professional Development at SPA](https://www.southpennineacademies.org/Professional-Development-at-SPA/)
* **Pension** – Every employee of South Pennine Academies has access to the Teachers’ Pension Scheme or the Local Government Pension Scheme.
* **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
* **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
* **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
* **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
* **Hybrid / Smarter Working** – South Pennine Academies recognises the mutual benefit of homeworking. The balance between office and home working will vary depending on the role and the person concerned and any remote working will be agreed with your line manager.
* **Free Eye Test** – The Trust offers a free eye test to all staff, and £49 toward the cost of glasses, needed for VDU purposes only, in partnership with Specsavers. Please contact Central HR for more information and how to obtain an eye test.



**THE SELECTION PROCESS**

**How to Apply**

If you wish to apply for the postExecutive Assistant to the CEO and Executive Team**,** then you should:

* Complete the online application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Applications are made via the **My New Term** portal and can accessed using the following link: https://www.mynewterm.com/jobs/745763991/EDV-2023-SPA-42089
* Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
* Applications are welcome from both internal and external candidates.
* Submit your application by**: 9am Monday 3rd July 2023**
* Interviews to be held on**: Monday 10th July 2023**

Successful applicants will be required to undertake an Enhanced Criminal Records Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

