



South Pennine  
Academies

**Director of HR**  
Candidate Pack

## Job Description

|                               |   |
|-------------------------------|---|
| <b>Post:</b>                  | <b>Director of HR</b>   |
| <b>Overview:</b>              | To provide a comprehensive HR service for over 800 staff within the South Pennine Academies. This role will lead the HR Central Service team and cover all aspects of people management |
| <b>Salary:</b>                | Scale Point T7 – T13 - Actual Salary Range £54,372 - £65,010 (negotiable dependent on experience)   |
| <b>Contract Type:</b>         | Full Time (37 hours per week)   Permanent   |
| <b>Contract Term:</b>         | All Year   28.5 days holiday + bank holidays rising to 33.5 after 5 years of service  |
| <b>Responsible to:</b>        | CEO   |
| <b>Working Relationships:</b> | Executive Leadership Team and relevant external support providers. All Staff: Central team, Principals, Teachers and Support Staff, Finance Team and Payroll Officer                    |

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## The Role

This is an exciting opportunity to join a developing Academy Trust of eleven academies and a SCITT. The role is intended to be part of the Trust's Executive Team, leading 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.

The role will be based in the Trust central office at Lowfield's Business Park, Elland, Halifax, however the ability to travel to individual academies is a necessity. The purpose of the role is to provide a comprehensive HR service for over 800 staff employed by South Pennine Academies. This role will lead the HR Central Service team and cover all aspects of people management. HR support is currently provided by in-house HR assistants and a HR team based at Elland. Payroll is also managed in-house.



## Job Purpose

- To provide strategic direction for the Trust's HR Central Service in particular and contribute more widely to the Trust as a whole as part of the Executive Team.
  - To lead an efficient and effective HR Central Service to ensure a competent support function for academy leaders on any matters relating to staff employment, liaising as appropriate with the relevant associations, payroll and pensions providers.
  - To ensure the HR Central Service complements school-based functions and operations and the division of roles and responsibilities are clear for all.
  - To establish and maintain an overview of the central and school staffing profiles to inform succession planning, talent spotting and appropriate staffing models.
  - To review all HR-related policies and advise the Executive Leadership Team on all HR matters and related administration and employment law, supported by Stone King as required.
  - To lead all aspects of contractual change from recruitment to termination, including pensions, pay and leadership awards, flexible working requests and maternity leave, advising academy leaders as necessary.
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## Principle Responsibilities

Principle responsibilities of the successful candidate will be:

### 1 - Human Resources Strategy

- To provide a strategic overview of Trust-wide HR to inform Trustees and the Executive Team.
- To develop the Trust's People Strategy annually, following a full self-evaluation process.
- To review systems and practices regularly to maintain an efficient and effective service.
- To provide an overview of staffing profiles and planned areas for development, incorporating proactive strategies for talent spotting, succession planning and leadership capacity review.
- To advise on national policy changes and research guidance on employment law as needed.

### 2 - Human Resources Policy and Administration

- To ensure all HR-related policies are up-to-date and reflect the Trust's values and review with the JCNC.
- To ensure the HR team's accurate record-keeping and administration.
- To lead Staff Well-Being Strategy for the Trust, including annual survey and staff voice activities calendar.
- To advise on and review common elements of staff handbooks and communication, ensuring regular reminders are provided centrally for all leaders on policy, conduct and legal change.

### 3 - Staffing Contracts and Associated Administration

- To oversee the HR administration of the Trust to ensure compliant and efficient processes and procedures including the use of the HR database (Access) to support and inform absence and disciplinary management
- To ensure that relevant information is submitted to payroll and pensions providers, external agencies and stakeholders as required
- To ensure that a compliant Safer Recruitment process is in place Trust-wide, with all DBS and safeguarding checks in place.

#### **4 - Professional Development and Staffing Support**

- To lead the support function for academy staff on any matters relating to their employment.
- To liaise as appropriate with the relevant associations, payroll and pensions providers.
- To oversee procedures and paperwork for disciplinary, capability and grievances cases.
- To ensure the service's prompt action and support for employees on Occupational Health referrals, staff welfare and return, long-term sickness, redeployment, retirement, redundancy and dismissals.
- To provide regular communication with all staff on any HR-related matters and associated updates.
- To review the appraisal policies and processes for all staff, ensuring fairness and opportunity.
- To review an annual Trust-wide training plan for all levels of development, including the HR Team.

#### **5 - Human Resources Review and Reporting**

- To review the HR Central Service's offer to schools to ensure it is effective and efficient.
- To provide a practical guide for leaders on role interface, communication with meeting/reporting cycle.
- To agree annual KPIs for and develop the HR Central Service as appropriate.
- To provide termly and annual reports on all staff-related matters for CEO and Trustees.
- To provide information in preparation for, and attend, Trustee Board meetings when required.
- To ensure completion of statutory, ESFA and other returns and School Workforce Census.

#### **6 - Accountability**

- To be responsible for all HR processes and procedures, through leadership of the HR Central Service.
- To advise the CEO, Executive Leadership Team, Trustees and Governors on all HR matters, providing accurate and prompt information and reports.
- To produce and review the Trust's 3-Year People Strategy with appropriate KPIs.
- To ensure the HR team's maintenance of correct, accurate and up-to-date staff records and database, which inform a current and detailed staff profile to facilitate leadership decisions.
- To provide accurate pay details and advice on request for all leaders and employees.
- To work with the trade unions through the JCNC, contributing to HR matters and policy review, including pay and appraisal policies.

#### **Professional Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Human Resources.
- Participate in regular performance management for self, and lead appraisal reviews for direct report staff.

## General

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academies.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

### **This post is subject to a six-month probation period.**

*South Pennine Academies is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.*



# Person Specification

Essential

Desirable

| Qualifications/Training/Knowledge   |   |   |
|---|---|---|
| Relevant HR qualification, e.g. CIPD (Level 7) and/or significant current experience at high level            | ✓ |   |
| Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths) | ✓ |   |
| Be a member of the Chartered Institute of Personnel and Development   |   | ✓ |
| Has demonstrable knowledge of the Academy sector  |   | ✓ |
| Relevant and recent personal and professional development   | ✓ |   |
| Up to date working knowledge of employment law  | ✓ |   |
| Safer Recruitment training certification  |   | ✓ |
| Full DBS clearance  | ✓ |   |
| Full UK Driving Licence   | ✓ |   |

| Experience And Skills  |   |   |
|--|---|---|
| Understanding of Human Resources process, procedures and policies  | ✓ |   |
| A minimum of 5 years' experience in Human Resources at a senior level  | ✓ |   |
| Recent experience of leading staff teams   | ✓ |   |
| Successful experience of leading change  | ✓ |   |
| Experience working in the current educational environment  | ✓ |   |
| Experience of working with trade unions  |   | ✓ |
| Experience of administration related to Teachers Pension and Local Government Pension Scheme or be willing to undertake training |   | ✓ |
| Good listening, oral and literacy skills   | ✓ |   |
| Record-keeping skills and information management   | ✓ |   |
| ICT literate   | ✓ |   |
| Time management and working to deadlines   | ✓ |   |
| Knowledge of employment law and education sector guidance and statutory requirements   | ✓ |   |
| Knowledge of Equal Opportunities and Human Rights legislation  | ✓ |   |
| Knowledge of Data Protection legislation, including GDPR   | ✓ |   |
| Knowledge of Sectoral Pay and Conditions framework, payroll provision and pensions   | ✓ |   |

# Person Specification

Essential

Desirable

| Competencies   |   |  |
|--|---|--|
| Is an effective communicator with highly developed interpersonal skills  | ✓ |  |
| Able to work flexibly in order to support and advise meetings that might be outside the normal working day.            | ✓ |  |
| Is able to establish professional working relationships with Trustees/ Directors/Executives and all key stakeholders   | ✓ |  |
| Adheres to and encourages in others professional standards of fairness and integrity                                   | ✓ |  |
| Is committed to safeguarding and promoting the welfare of children and young people                                    | ✓ |  |
| Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines              | ✓ |  |
| Enjoys being accessible, responsive and accountable to others  | ✓ |  |
| Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands                           | ✓ |  |
| Maintains confidentiality and is able to remain impartial  | ✓ |  |
| Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance | ✓ |  |
| A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion         | ✓ |  |

| General Requirements  |   |  |
|---|---|--|
| Commitment to the Trust's ethos and values  | ✓ |  |
| Commitment to providing a responsive and supportive service   | ✓ |  |
| Proactive in acquiring and understanding changes to HR-related law and guidance, including training as required to benefit the role | ✓ |  |



Business and Training Centre The Gateway, Lowfields Close,  
Lowfields Business Park, Elland, HX5 9DX