



The **GALLERY TRUST**



A community of special schools

HR Manager

**Candidate Information Pack
September 2020**

Contents

Details of the post

About The Gallery Trust

HR Manager Job Description

HR Manager Selection Criteria



HR Manager

Grade 12/13

£37,849 to £44,632 (depending on experience)

37 hours a week, 52 weeks a year

37 days annual leave entitlement

(including 8 Bank Holidays)

The Gallery Trust, a special Multi Academy Trust, is seeking to recruit an HR Manager based in Oxford.

This new post offers an exciting opportunity to join an expanding and successful Trust. We currently have 5 special schools in our Trust, with a further school converting to join us shortly. We are in the preliminary stages of opening 2 new special free schools.

The role sits within the central Trust team, reporting to the Chief Operating Officer, and will oversee all HR practice in the Trust and its academies, currently 450 employees over 5 sites in Oxfordshire.

The core features of this role are:

- To enhance and develop the Trust's HR function, advising and supporting Trust leaders and Head Teachers on all aspects of people management, HR and employee relations
- To develop an ambitious HR strategy, which will embed a culture of high performance which places emphasis on staff development and wellbeing, promoting and securing future leaders, and supporting the achievement of Trust and schools' strategic objectives through deployment of a qualified workforce
- Provide a high-quality, proactive strategic and operational human resources and recruitment business partner service to Trust schools

Experience of working in the educational sector is an advantage but is not essential, but it is vital that the successful candidate demonstrates the wish to work in a team which is dedicated to improving outcomes for pupils with special educational needs and disabilities.

In return for your energy and enthusiasm, we can offer you the opportunity to work for a successful, expanding and secure public sector organisation in a supportive, well-resourced and creative team. Benefits include access to CPD, a generous local government pension scheme, 29 days holiday a year plus bank holidays, and negotiable working pattern.

This post is subject to satisfactory references which will be requested prior to interview, an Enhanced DBS check, health check, evidence of qualifications and verification of the right to work in the UK.

Application process

To obtain more information and to apply for this post, please email recruitment@thegallerytrust.co.uk or telephone 07572 235294 to request an application form and a job pack. You can also download an application form and job pack from our website:

<https://thegallerytrust.co.uk/recruitment/current-vacancies/>

Please submit your application form by 5pm on Tuesday 13th October to recruitment@thegallerytrust.co.uk. Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. **We do not accept CVs.** If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

About The Gallery Trust

The Gallery Trust is a successful Multi Academy Trust based in Oxfordshire dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust has 7 special schools:

- Iffley Academy, Oxford
- Bardwell School, Bicester
- Orion Academy, Oxford
- Northern House Academy, Oxford
- Springfield School, Witney
- Bloxham Grove Academy, Bloxham (in pre-opening stage)
- Didcot School (in pre-opening stage)

Mabel Prichard School, Oxford, will join the Trust in November 2020.

By pooling knowledge and resources, working collaboratively and providing appropriate CPD, the Trust meets the needs of all cohorts of SEND pupils, and by providing structured support services, school leaders can focus on enhancing standards of teaching and learning in their schools. Schools maintain their own distinct vision, ethos, and character while subscribing to the values of the Trust.

The Trust is an established voice of SEND in Oxfordshire and works closely with Oxfordshire County Council, the Department for Education and the Regional Schools Commissioner.

The Trust has two central teams, Business Services and School Improvement, which work closely together to provide strategic direction, school improvement and business services for our schools. The teams are responsible through the Chief Executive Officer to the Board of Trustees.

JOB DESCRIPTION

HR Manager

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description.

Job Purpose

- Develop and manage an HR service function, advising and supporting senior leaders on a wide range of HR issues, delivering efficient and responsive HR support to the Trust central team and all schools in the Trust, which is underpinned by a commitment to the vision and values of the Trust.
- To provide a high quality, proactive HR business partner service to Trust Schools
- Support the ongoing development of a high performing culture which places the continuous development and wellbeing of employees at the heart of the Trust development

Responsibilities

- Act as the Trust's internal HR expert, providing advice, guidance and practical support to senior leaders on routine and complex HR matters, including employment law, TUPE, organisational change, change management, disciplinary, grievance, performance management, capability, absence management, recruitment, staff wellbeing and welfare
- Act as HR Business Partner to schools, providing strategic and operational HR advice and management to leadership teams. Attending meetings across the Trust to support management of HR issues.
- Influence, coach and support school leaders in HR matters, supporting and guiding their actions
- Ensure the Trust is compliant in all relevant legal and best practice HR aspects, including Safer Recruitment
- Develop and deliver an HR, recruitment and retention strategy which ensures the needs of the Trust and its academies are met through the development of a qualified and experienced workforce, measured through agreed KPIs which support the achievement of Trust objectives
- Oversee operational and strategic recruitment activity across the Trust
- Review, update and monitor contracts and job descriptions and contract variations, and supporting job evaluations
- Manage the payroll processes linked to HR
- Ensure that employment policies and procedures are compliant with employment law and best practice, aligned with Trust values, and are regularly reviewed
- Proactively develop and maintain effective partnerships and working relationship with key internal and external stakeholders, including employment lawyer, Local Authority, training providers, Board of Trustees, and senior leaders
- Work with finance and payroll team to ensure staffing budgets provide value for money and on areas such as the Gender Pay Gap
- Maintain accurate records of all advisory work and preparing reports for stakeholders
- Use specialist software to inform decision making
- Contribute to a positive employee relations culture, respecting formal and informal channels of communication with recognized Trade Union representatives
- Liaise with Safeguarding colleagues regarding Safer Recruitment, and Keeping Children Safe in Education statutory obligations

Standards and quality assurance

- Provide specialist advice and guidance as required
- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety and Safeguarding
- Participate positively in training and professional development
- Take part in support staff appraisal

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

The HR Manager works for The Gallery Trust based in Oxford. However, the Trust reserves the right to deploy staff to different locations depending on the needs of the overall Trust.

SELECTION CRITERIA HR Manager

	Essential	Desirable
Qualifications/Training		
English Language and Mathematics GCSE Grade C or above, or equivalent, or comparable ability CIPD qualification or relevant experience	✓	
Membership of Chartered Institute of Personnel and Development or working towards	✓	
Knowledge and Experience		
Experience as an HR Business Partner or in a generalist HR role	✓	
Experience of developing and delivering HR vision and strategies in support of organisational objectives including experience of working as part of, or directly to, an executive team	✓	
Experience of managing staff	✓	
Understanding of relevant statutory requirements and employment law, and the ability to balance legal compliance with organisational values	✓	
Experience of negotiation with trade unions and other stakeholders	✓	
Experience of developing and implementing policies	✓	
Ability to link the financial implications to the consequences of employment decisions	✓	
Up to date knowledge of national and local education initiatives and how they may impact on the development and management of staff in academy schools		✓
Personal Qualities		
Commitment to the vision and values of the Trust and the enhancement of outcomes for learners	✓	
Commitment to safeguarding, and the welfare of children and young people	✓	
A respectful approach to children and young people with SEND	✓	
Strong relationship-building skills with the ability to inspire trust and commitment across the organisation	✓	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands	✓	
Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	✓	
Ability to work under pressure and to tight deadlines, handling a demanding workload and prioritising appropriately	✓	
Willingness and ability to travel throughout Oxfordshire and to attend meetings out of core working hours	✓	