

<b>JOB ROLE:</b>	<b>PEOPLE DIRECTOR</b>
<b>PAY BAND:</b>	<b>12</b>
<b>HOURS:</b>	<b>37 hours/ 52 weeks a year (part-time considered)</b>
<b>REPORTS TO:</b>	<b>CEO of Salterns Academy Trust</b>

Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Salterns Academy Trust and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

### **Key Purposes**

- To lead the provision of the Human Resources function across the Trust, developing a cohesive team with consistently high-quality practice
- To support the CEO with workforce development across the trust, so we are at the forefront of best practice and viewed as an 'Employer of choice' locally
- To lead the development and implementation of the Trust's People Strategy
- To oversee the implementation and development of a digital Trust HR system (which integrates with payroll and management information systems) ensuring it provides accurate, compliant record keeping for the Trust

### **Strategic Responsibilities**

1. Design, implement and continually monitor the impact of the Trust's People Strategy
2. Identify workforce needs across the trust and ensure all staffing structures across the organisation are reviewed regularly for efficiency and consistency across the trust and remain effective in meeting the changing needs of the organisation
3. Support the growth of the Trust by attracting, developing and engaging talent in order to build high performing teams
4. Drive our ambition that Salterns Academy Trust is the "Employer of Choice" in Portsmouth
5. Provide advice and support to the HR Professionals working within the Trust, creating a training support plan on all aspects of HR practice, developments and legislation.
6. Provide advice to trust leaders on all aspects of HR practice, developments and legislation, and co-ordinate appropriate external legal or professional advice as required.
7. Build HR capacity within the trust, helping school leaders to develop their knowledge and skills related to managing their staff
8. Lead on the trust's approach to organisational change, such as restructuring, redundancy and TUPE
9. Contribute to the trust's strategic planning and risk management exercises, including implementing remedial strategies where necessary
10. Monitor and analyse workforce statistics and report on these to the Trust Executive Team and Trust Board
11. Lead and develop all the trust's HR professionals, including taking responsibility for their professional development and the development of the HR team across the trust
12. Establish and oversee the trust's HR policies and procedures, including those on pay, performance management, induction, parental leave, staff absence, whistleblowing
13. Manage the trust's relationship with advisory services, ensuring the quality of the provision is high and the trust receives value for money
14. Implement and maintain a new trust digital HR information system, including managing user access, providing training, generating reports, and considering future developments

15. Ensure high-quality HR documentation for the trust, including staff contracts, HR forms and the HR contributions to staff handbooks
16. Oversee the trust's HR due diligence for joining schools
17. Oversee statutory returns and publications related to HR, such as the school workforce census and reporting related to the public sector equality duty
18. Develop and oversee the processes for resolving HR casework
19. Prepare regular HR reports to inform the Trust Board and report to the CEO.
20. Oversee all disciplinary investigations across the trust (supported by Trust HR Leads) liaising with the trust's Professional advisors

### **Recruitment and induction**

*The People Director will be responsible for coordinating recruitment across the trust, supporting recruitment by individual Schools, and for ensuring recruitment priorities align with the trust's aims.*

21. Co-ordinate the advertisement of vacancies across the trust, to both internal and external candidates, including working with external partners to publicise available roles
22. Work with trust leaders to support candidate shortlisting and selection, providing relevant advice as necessary
23. Oversee the trust's procedures for conducting pre-employment checks and ensure that Safer Recruitment policies and procedures are adhered to in the recruitment process and updated in accordance with KCSIE
24. To lead and support with the administration of applying and maintaining certificate of sponsorship for overseas teachers
25. Work with the trust's leaders to ensure all new members of staff have an induction programme appropriate to their role
26. Define and actively manage the Trust's approach to succession planning to ensure a trust internal pipeline of talent
27. Lead cross-functionally to contribute to the Trusts approach for improving staff retention
28. Introduce efficient data systems to allow the Executive Team to manage and monitor all key talent management metric and information
29. Define and roll out initiatives across the Trust that reflect modern career choices.
30. To lead and support the recruitment and induction of volunteers including Trustees and Governors

### **Performance management, pay, and conditions**

*The People Director will be accountable for supporting effective pay and performance management processes across the trust, and for ensuring that these align with the trust's strategic plans and aims.*

31. Incorporate the trust's professional development programs into the Trust People Strategy, working closely with leaders across the trust to ensure that needs are prioritised and addressed, and that accurate training records are kept
32. Contribute to the ongoing development of an appropriate benefits and rewards package for each role across the trust
33. Oversee the trust's approach to performance management, recommending and implementing improvements as necessary.
34. Support the CFO as required with the HR aspects of the trust's payroll operations.

### **Employee engagement and wellbeing**

*The People director will be accountable for supporting employee wellbeing and job satisfaction, which aids the trust in its efforts to recruit and retain the best staff.*

35. Working to support the development, implementation and monitoring staff wellbeing and engagement programs, and report on the impact of these to trust leaders as appropriate
36. Act as a point of contact for staff questions about HR policies and procedures where these cannot be answered by HR professionals working across the trust
37. Work with unions and professional associations, maintaining strong and effective relationships that support the trust's employment approach and responsibilities
38. Work with other trust leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate



**Safeguarding**

*The People Director will be accountable for supporting the trust’s work to safeguard its pupils, its staff and the wider community.*

- 39. Develop, implement and monitor the trust’s ‘safer recruitment’ procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements
- 40. Monitor the single central record, ensuring trust-wide compliance with requirements
- 41. Lead on the trust’s responsibilities for safeguarding, specifically in relation to employee matters
- 42. Lead the trust’s procedures for handling allegations against adults, and liaise with external agencies as required
- 43. Working with the designated safeguarding lead, develop and implement a program of safeguarding training consistently across the trust
- 44. To quality assure and audit confidential personnel files across the Trust to ensure all relevant Safer Recruitment checks have been completed in line with KCSIE
- 45. To monitor that all staff complete the appropriate level of safeguarding training in line with KCSIE

**Line Management**

- 46. To lead, direct and manage the HR Professionals across the trust, ensuring that the function is delivered to the highest of professional standards and work is completed accurately and on time
- 47. To undertake 1:1 and appraisal meetings with HR staff across the trust, maintaining written records which include recognition of good performance, monitoring staff performance against agreed targets throughout the year, and holding staff accountable and offering support/challenge where needed
- 48. To engage purposefully in own line management meetings with CEO, developing a professional relationship underpinned by high support and high challenge

***This job description is subject to annual review or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.***

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