



Healing Multi Academy Trust

Director of HR Application Pack

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Welcome Letter

Dear prospective Director of HR,

Recruitment timeline:			
Start Date:	ASAP	Closing Date:	18 th June 2021 12.00pm
Short Listing:	w/c 21 st June 2021	Interviews:	w/c 28 th June 2021
Interview location:	Healing Multi Academy Trust Low Road Healing Grimsby North East Lincolnshire DN41 7QD		

The Trust is at an exciting stage of our journey as we look to appoint an inspirational Director of HR. We have a strong base to build on, as we harness the hard work, dedication and enthusiasm of over 700 teaching and support staff. Our leaders are driven by a moral imperative to make a difference to the lives of the pupils in their care. As a result, all our schools are good or outstanding, or delivering sustained improvement towards good; providing quality educational provision for almost 4,400 pupils aged 3 to 18.

Reporting directly to the Director of Finance and Operations the Director of HR is responsible for strategic HR across the Trust and the day-to-day operational running of the HR function. The Director of HR will provide HR advice, support and challenge to Senior Leaders, Trustees and Governors to enable them to manage efficiently and in line with their educational objectives.

The successful candidate will develop and implement the Trust's HR strategy and lead and direct all HR aspects of the Trust's strategic business plan.

How to Apply

- For an application form, please contact HR at HR@healingmultiacademytrust.co.uk
- For an informal discussion about the post please contact Donna Wakefield, Director of Finance and Operations.

I thank you again for your interest and, if you decide to proceed with the application, I wish you good luck with the process.

Yours faithfully,

Jo Nolan,

Chief Executive Officer

About Healing Multi Academy Trust

We are committed to a growth strategy which is sustainable, builds capacity and meets the strategic objectives of the Trust. The Trust was set up in 2014, initially with two academies located in the village of Healing in North East Lincolnshire. We are now a Trust with 9 schools, a Teaching School and a School-Centred Initial Teacher Training centre (SCITT) located across North East Lincolnshire and Lincolnshire.

The Trust Executive Team has corporate responsibility for the overall formulation and implementation of strategies and policies approved by the Board of Trustees. It comprises of the Chief Executive Officer, Director of School Improvement, Director of Finance and Operations and Executive Principals.

Our Vision

We seek to inspire greatness in every child and to equip them with the academic achievements, life skills and personal attributes to lead happy, safe, successful lives.

Our Values

The 6 values that underpin our vision are:

1. We are **child-centred**. We make decision based on what is right for our children and their life chances.
2. We are **inclusive**. We believe that every child can be successful regardless of background or ability.
3. We are **ambitious**. We aim for excellence in all that we do.
4. We act with **integrity**. We promote respect and trust; we value different points of view and beliefs. We actively reject discrimination, racism, bullying, deceit and dishonesty.
5. We are **collaborative**. We work in partnership with all stakeholders including parents, carers and the wider community ensuring a sense of togetherness.
6. We **value** our staff. We invest extensively in outstanding training and development opportunities.

Our Academies

Ermine Primary Academy	Redbourne Drive Lincoln LN2 2HG 01522 781030	
Great Coates Primary School	Cromwell Road Grimsby DN37 9EN 01472 808608	
Hartsholme Primary Academy	Carrington Drive Lincoln LN6 0DE 01522 683705	
Healing Primary School	Fords Avenue Healing DN41 7RS 01472 882261	
Healing School, A Science Academy	Low Road Healing DN41 7QD 01472 502400	
Lincoln Castle Academy	Riseholme Road Lincoln LN1 3SP 01522 529203	
St Giles Primary Academy	Addison Drive Lincoln LN2 4LQ 01522 785760	
William Barcroft Junior School	Barnett Place Cleethorpes DN35 7SU 01472 501777	
Woodlands Academy	Pinewood Crescent Grimsby DN33 1RJ 01472 500900	

Academy	Local Authority	Date joined	NOR	Phase
Healing School, A Science Academy	N.E Lincolnshire	1 st September 2014	984	Secondary 11-16
Healing Primary School	N.E Lincolnshire	1 st September 2014	345	Primary
Great Coates Primary School	N.E Lincolnshire	1 st June 2016	287	Primary
William Barcroft Junior School	N.E Lincolnshire	1 st March 2017	307	Primary-Junior
Hartsholme Academy	Lincolnshire	1 st November 2018	404	Primary
St Giles Academy	Lincolnshire	1 st November 2018	405	Primary
Woodland Academy	Lincolnshire	1 st November 2018	314	Primary
Lincoln Castle Academy	Lincolnshire	1 st September 2019	863	Secondary 11-18
Ermine Primary Academy	Lincolnshire	1 st September 2019	391	Primary
Humber Teaching School	N.E Lincolnshire	1st September 2014		
East of England Teacher Training (SCITT)	Lincolnshire	1st November 2018		

About the local area: N.E Lincolnshire and Lincolnshire

For comprehensive information about N.E Lincolnshire and Lincolnshire visit:

<http://worksmartlivewell.co.uk/living-in-ne-lincs/>

<https://www.visitlincolnshire.com>

<https://www.nelincs.gov.uk>



Job Description

Post Title:	Director of HR
Contract:	Permanent
Salary:	PO6 Scale Points 48 – 51 (£51,960 - £55,206)
Reporting to:	Director of Finance and Operations
Work Base:	Trust Head Office
Additional:	Regular travel between Trust sites will be required

Overall purpose of the post

Reporting directly to the Director of Finance and Operations the Director of HR is responsible for strategic HR across the Trust and the day-to-day operational running of the HR function. The Director of HR will provide HR advice, support and challenge to Senior Leaders, Trustees and Governors to enable them to manage efficiently and in line with their educational objectives. The Director of HR will develop and implement the Trust's HR strategy and lead and direct all HR aspects of the Trust's strategic business plan.

Main Duties and Responsibilities:

Human Resources

1. Deputise when required for the Director of Finance and Operations
2. Develop the longer-term vision and scope of HR services to be delivered by the Trust to meet the needs of expanding multi academy trusts
3. Manage and lead the HR team, ensuring fair delegation of casework and ensuring the HR function delivers a professional service that is recognised and valued as high quality
4. Scope, develop and be responsible for harmonisation of terms and conditions for support staff. Advising the Trust of options and risks associated with TUPE and single status
5. Contribute to the provision of a robust risk register for consideration for the Trust, manage the risks and plan remedial action to support the Trust
6. To promote the Trust public duty to the single equality act, ensuring policies are assessed for impact, and that recruitment processes are not biased. To undertake regular monitoring of key diversity indicators in respect of school plans and staffing strategies and all staff related activities. Producing an annual report for the Trust and maintain a database for effective monitoring of the Trust's application to Diversity
7. Lead on and be responsible for all operational aspects of HR
8. Lead on and carry out tendering exercises for Occupational Health; ensuring VFM is obtained whilst obtaining excellent health and well-being initiatives for all employees
9. Lead on all necessary processes for the provision of payroll across the Trust
10. Lead on devising/reviewing and updating HR policies across the Trust to ensure compliance with employment law and best practice and lead on consultation processes with the JCC
11. Actively seek and identify opportunities to enhance delivery of HR services to the Trust and Academies
12. Proactively offer the Trust a source of professional HR expertise
13. Develop and maintain effective working relationships with Trust employees, Trustees, Academy Principals, governing bodies, HR staff, trade unions and external parties
14. Challenge and improve HR skills at local level across the Trust through coaching and mentoring and active participation in problem-solving and casework

15. Be aware of the Trust's national recognition agreement with Trade Unions and work within this
16. Ensure all HR processes are carried out in line with the Scheme of Delegation
17. Assist in the development of HR CPD for senior staff and managers across the Trust where required
18. Lead on HR audits across the Trust and ensure the data acquired is used to develop good HR practice and procedure
19. Proactively assist leaders and managers in handling their complex HR needs and problems through case and project management, including grievance, discipline, capability, appraisal, attendance management etc.
20. Take a proactive role in the HR interventions required for Child Protection issues in the Trust or Academies
21. Where necessary take the lead on certain complex case work whilst ensuring the Trustees or Principals are kept fully informed
22. Liaise with Legal provider where appropriate on certain complex cases
23. Ensure accurate recording of all case work including minutes, emails, letters, witness statements
24. Support and attend Tribunal Hearings as and when required
25. Lead on TUPE processes for academy conversions and undertake the consultation process with unions and staff
26. Liaise with external service providers and other outside organisations to facilitate the accurate transfer of Due Diligence information
27. Lead on staffing restructures and support and advise the Executive Principal and Principal throughout the consultation process with unions and staff, ensuring that both policy and legal requirements are adhered to and VFM is achieved
28. Provide advice and guidance across the Trust in relation to recruitment of staff and recruitment processes generally
29. Where necessary, lead on the recruitment process for senior staff, advising on safer recruitment requirements, recruitment timelines, advertising, application pack content and candidate assessment activities
30. As required, attend short listing and interview panels
31. Actively demonstrate commitment to own continuous professional development CPD and knowledge of 'best practice'
32. Ensure all decisions are taken in the best interests of the children and young people of the Trust
33. Continuously strengthen skills and knowledge required for effective HR case management and problem solving

Staff and Leadership

34. Oversee and lead the HR team, including the appraisal of staff in line with Trust policies
35. To lead, manage and motivate staff to deliver efficient and effective services in line with Trust values and objectives
36. To communicate the vision, culture and values of the Trust so staff are engaged, motivated and professional in their conduct

GDPR

37. To adhere to GDPR and Data Protection Regulations
38. Be the assigned Information Asset Owner (IAO) in the central team for Trust systems within your area if responsibility. Understand what information is held, what is added and what is removed, how information is moved and who has access and why

General

39. To participate in wider Trust meetings, relevant committees and working groups as required
40. To act as a professional role model, supporting the Executive team when required and promoting the Trust vision and ethos; Success and happiness for every child.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Healing Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Person Specification		
Qualifications & Training	E	D
CIPD or relevant equivalent employment law qualification	✓	
Evidence of continuous professional development and training	✓	
Experience	E	D
Previous experience of working / providing HR support in an educational setting		✓
Successful experience of delivering Human Resources advice and support to Senior Managers including interpreting and applying terms and conditions of service and contracts of employment	✓	
Sound experience of managing and bringing to a conclusion Human Resources casework including discipline, grievance, capability and attendance	✓	
Ability to work proactively to develop strong relationship with other educational establishments, trade unions and other partners	✓	
Successful experience of working collaboratively with managers on change management initiatives and projects, including TUPE transfers	✓	
Knowledge, skills and attributes	E	D
Effective communication, influencing and persuasion skills together with evidence of success in building and forming working relationships and working flexibly across professional and operational boundaries	✓	
Strong efficient and fair negotiation and consultation skills	✓	
Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support on complex Human Resources issues	✓	
Ability to work collaboratively to review, develop and implement effective Human Resources policies and procedures	✓	
Ability to analyse and interpret complex information and prepare and deliver briefings/presentations/reports		✓
Demonstrate successful experience promoting and implementing equalities and diversity considerations in all aspects of Human Resources management and organisation		✓
Demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Excellent organisational skills/time management	✓	
Good IT skills and knowledge of Microsoft packages	✓	
Up to date knowledge and understanding of Human Resources best practice and a thorough understanding of the practical application of employment law	✓	
Knowledge of National terms and conditions for teachers, local government support staff and School Workforce Census		✓
Knowledge and understanding of key Human Resources processes such as payroll and pensions, HR information systems and recruitment and selection		✓
Understand procedures relating to confidentiality	✓	
Health & Safety. Good understanding of Health and Safety obligations		✓
Appreciation of absolute confidentiality of information	✓	
Equal Opportunities. Understanding and commitment to Equality and Diversity	✓	
Personal Development. Evidence of continual personal development as a Human Resources practitioner		✓

Personal Qualities	E	D
Work to deadlines	✓	
Willingness to undertake relevant training	✓	
Problem solver	✓	
Self-motivated and able to demonstrate ability to work on own initiative	✓	
Work individually and as team member	✓	
Work under pressure	✓	
Integrity, trustworthy, honest and open	✓	
Excellent attendance and punctuality	✓	
Excellent interpersonal skills	✓	
<p>Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing individuals who are unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children.

It is a criminal offence to offer to a barred individual (or indeed for a barred individual to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity). All candidates are expected to understand their own responsibilities and duties in regard to child protection and safeguarding with due relevance to the specific post advertised. Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all necessary checks.