

JOB DESCRIPTION - HR Director

Job title	Director of Human Resources
Grade	Grade 7 (Point 50 – 58)
Responsible to	CEO
Key liaison with	CEO, Principals, SLT Executive Leadership Team and functional managers, contractors and service delivery partners, pension providers, regulatory bodies
Reviewed	October 2021

SUMMIT LEARNING TRUST Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Main purpose

The HR director will lead the HR functions and services for Summit Learning Trust including:

- Lead and manage the delivery of a compliant, professional HR business service for Summit Learning Trust
- Developing the Trust's HR strategy
- Leading recruitment across the Trust
- Implementing effective performance management procedures
- Delivering appropriate and effective employee engagement
- Through leadership of the Central HR Team and liaison with Principals and Summit Professional Learning Institute, support the development of ensuring Summit is an employer of choice
- To develop, implement and embed systems and processes for the provision of metrics to measure the success of the Service Level Agreement of the HR central team.

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the HR director will perform, and are not intended to be an exhaustive list. The post-holder will be expected to take on additional tasks appropriate to the role as they arise.

Trust leadership and management

The HR director will be accountable for supporting the strategic development and operation of the Trust through the development and implementation of effective HR strategies and services, and for upholding the Trust's vision and values in all aspects of their work

The HR director will:

- Develop and implement the long-term vision and strategy for the Trust's HR services, ensuring they meet the needs of the Trust as it grows and develops
- Develop and implement a workforce plan for the Trust, including identifying skills gaps and modelling staff deployment options
- Provide advice to Trust leaders on all aspects of HR practice, developments and legislation, ensuring the Trust adheres to best practice and operates within the law, and co-ordinate appropriate external legal or professional advice where required

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- Build HR capacity within the Trust, helping Trust leaders to develop their knowledge and skills related to managing their staff
- Contribute to the Trust's strategic planning and risk management exercises, including implementing remedial strategies where necessary
- Monitor and analyse workforce statistics and report on these to other senior Trust leaders
- Lead and develop the Trust's HR team, including taking responsibility for the team's professional development
- Establish and oversee the Trust's HR policies and procedures
- Manage the Trust's use of external HR providers and services, ensuring the quality of the provision is high and the Trust receives value for money
- Implement, embed and manage the Trust's new HR information system, including managing user access, providing training, generating reports, and considering future developments
- Manage and update HR documents for the Trust, including staff contracts, HR forms and the staff handbook
- Support the Trust's due diligence exercises for joining schools
- Oversee statutory returns and publications related to HR, such as the school workforce census and reporting related to the public sector equality duty
- Lead on the Trust's approach to organisational change, such as restructuring, redundancy and TUPE
- Develop and oversee the process for resolving HR casework
- Work in partnership with Trust central staff and Principals to develop SLT as an excellent place to work, and develop our ability to attract, recruit and retain the best staff
- Develop and ensure the appropriate delivery of an induction process for all new SLT support staff; liaise with the Director of Professional Learning on the SLT 'Five-year career plan' for teachers and leaders
- Lead on the provision of support and advice to the Trust and academy leadership teams on HR related issues as required, including providing professional developmental support to senior and middle leaders, in all aspects of HR including the application of Trust policies
- Liaise closely with other Executive Directors to assist in identifying and fulfilling training needs

Recruitment and induction

The HR director will be responsible for co-ordinating recruitment across the Trust, supporting recruitment by individual academies, and for ensuring recruitment priorities align with the Trust's aims.

The HR director will:

- Co-ordinate the advertisement of vacancies across the Trust, to both internal and external candidates, including working with external partners to publicise available roles
- Work with Trust leaders to support candidate shortlisting and selection, providing relevant advice as necessary
- Manage the Trust's procedures for conducting pre-employment checks and ensure Safer recruitment practices are adhered to throughout the recruitment process
- Work with the Trust's leaders to ensure new members of staff have an induction programme appropriate to their role

Performance management, pay, and conditions

The HR 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.

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The HR director will:

- Work with other Trust leaders to develop an appropriate benefits and rewards package for each role across the Trust
- Oversee the Trust's approach to performance management, making improvements as necessary
- Develop the Trust's pay scales for all roles, ensuring these remain appropriate and support the Trust's efforts to recruit the best possible staff

Employee engagement and wellbeing

The HR 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.

The HR director will:

- Lead the Trust Wellbeing Strategy working with colleagues in the Wellbeing Steering Group to ensure this is a priority for all academies.
- Develop, implement and monitor staff wellbeing and engagement programmes, and report on the impact of these to Trust leaders as appropriate
- Act as the point of contact for staff questions about HR policies and procedures
- Work with unions and professional associations, maintaining strong and effective relationships that support the Trust's employment approach and responsibilities
- Work with other Trust leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate

Ensuring compliance

Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust and wider academy HR teams, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant.

- Implement and maintain a set of legally compliant Trust HR policies, ensuring these are reviewed and updated regularly in the light of changing legal and safer recruitment requirements
- Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across its academy, giving professional recommendations and implementing action plans to address any inconsistencies of approach
- Provide HR input into SLT projects and organisational changes including the management of TUPE
- Provide HR support for the process of academies joining the Trust
- Ensure SLT compliance with the requirements of Safer Recruitment
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust
- Oversee statutory returns in relation to HR e.g. Academy Workforce Census, Gender pay gap reporting

Data Protection & Safeguarding

The HR director will be accountable for supporting the Trust's work to safeguard its pupils, its staff and the wider community.



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The HR director will:

- Develop, implement and monitor the Trust's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements
- Monitor the Trust's single central record, ensuring Trust-wide compliance with requirements
- Lead on the Trust's responsibilities for safeguarding, specifically in relation to employee matters
- Lead the Trust's procedures for handling allegations against adults, and liaise with external agencies as required
- Work within the requirements of GDPR at all times

This job description may be amended at any time in consultation with the postholder.

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