



# Head of HR Candidate Pack



**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

Dear Candidate,

Thank you for your interest in the post of Head of HR at Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of our pupils to reach their full potential, have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We focus on impact, always making sure common sense is at the heart of our decision making, ensuring clarity and consistency from our leaders.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need to allow them to flourish and be the best that they can be.

Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.





**Inclusion** is at the  
**heart** of our trust

## About this role

We are seeking to appoint an experienced Head of HR to lead and manage the Human Resources function across our growing trust. This pivotal role will oversee strategic HR planning, staff development, and employee relations, ensuring that our trust continues to attract, develop, and retain talented staff. The ideal candidate will have a strong background in HR leadership and a passion for fostering a positive and inclusive working culture.

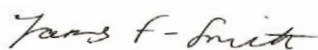
We are laying strong foundations for growth and have a clear vision for the trust. This role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity whilst maintaining a good sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

**We ask that you do not send CV's, please complete and send your application form to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

For any inquiries about the role, please contact the trust central team on **0161 553 0030** or email HR directly using the email provided above.

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership  
[oaklp.co.uk](http://oaklp.co.uk)



A close-up photograph of a young boy with short brown hair, wearing a dark blue sweater, playing a violin. He is looking intently at the instrument. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing text.

**“Every day is different, with opportunities to learn new skills and work together to find solutions. It’s a great place to work with a fantastic team of dedicated staff.”**

Member of our Pastoral Team at Oak Learning Partnership



# Head of HR

**Salary:** NJC Scale, SCP 43 – 47, £51,515 to £55,512 per annum.

**Hours:** 37 hours per week, all year round.

**Closing Date:** 9.00 am, Thursday 31<sup>st</sup> October 2024.

## Job Description

**Normal place of work:** Oak Learning Partnership Central Office, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 37 hours per week, all year round.

**Responsible to:** Chief Finance Officer (CFO)

### PURPOSE OF THE POST

The purpose of this role is to work with the Executive Team to develop and deliver the trust Strategic Plan and People Strategy.

To achieve success the Head of HR will:

- Provide vision, leadership and direction to the HR team.
- Develop and implement strategic HR strategies and initiatives that align with the trust's goals and objectives.
- Effectively manage and improve the HR service provided to our schools.
- Ensure HR policies and procedures are compliant with employment law, safeguarding, and best practice, while driving continuous improvement, ensuring that any changes are effectively communicated, and regular reviews and updates are made.
- Share timely and accurate data with leaders to facilitate staff management.
- Work collaboratively with leaders in an open and transparent manner.

### HR STRATEGY

- Develop and implement the trust's HR strategy in line with its educational mission and objectives.
- Provide a strategic overview of trust wide HR to the Executive Team.
- Work with all stakeholders including the Executive Team, trustees and senior leaders to communicate the objectives of the HR and People strategies.
- Review the trust's People Strategy annually ensuring the objectives of the strategy are being met.
- Advise on changes relating to national policy and employment law as appropriate.
- Lead the collection, analysis, and reporting of HR data to inform strategic planning and decision-making.
- Analyse HR data to provide useful and accurate KPI reports to the Executive Team.
- Proactively build networks within and outside of the trust, maintaining knowledge and keeping up-to date with developments, utilising insights and ideas to ensure that HR best practice is adopted.
- Execute a plan for equality, diversity and inclusion that aligns with trust values, business strategy and commitments.
- Drive the continuous improvement agenda with focus on engagement and welfare activities, maximising productivity, devolving HR responsibilities to line managers and building leadership capability.

## HR MANAGEMENT

- Support the Headteachers, Business/Operations Managers and the HR team on a wide range of day-to day people matters, developing strategies to support them.
- Work in partnership with any outsourced technical HR support to provide an efficient and effective HR service.
- Work with the HR Team to ensure that all routine operational HR activities are delivered effectively, and staff are paid accurately and on time.
- Oversee recruitment, retention and succession planning across the trust, ensuring that we attract, develop, and retain high-quality staff.
- Give counsel and oversee complex employee relations issues such as capability, grievance and disciplinary cases and manage difficult cases with professionalism.
- Lead initiatives to promote staff well-being and oversee occupational health referrals ensuring that recommendations are implemented, and impact assessed.
- Ensure that the HR service effectively supports operations with regards to staff return, long-term sickness, redeployment, retirement, redundancy and dismissals.
- Lead and support the process of change with regards to TUPE and restructures.
- Provide clear and regular communication to staff on HR related matters.
- Review systems and practices regularly to maintain an efficient and effective service.
- Drive professional development initiatives by identifying HR related training needs across the trust and deliver appropriate training programs.
- Provide professional leadership, support and development to HR staff, in order to increase knowledge, share best practice and ensure that relevant professional standards are met.

## POLICY DEVELOPMENT

- Ensure all HR policies and procedures are up to date, compliant with legal standards, and consistently applied across the trust.
- Work with the Executive Team to develop, implement and revise policies with JCNC in line with UK employment law and best practice, ensuring that equality, diversity and inclusion is embedded in key policies and frameworks.
- Provide robust and consistent advice on the application and interpretation of employment policies across the trust and participate in the development and delivery of training initiatives to increase capabilities in people management practices.


## PERFORMANCE MANAGEMENT

- Ensure managers are sufficiently skilled and enabled to access appropriate guidance and information to manage workforce issues.
- Enable managers to have informed and effective performance management conversations, supported by transparent performance data, and support with facilitating appropriate interventions.
- Work with the Executive Team in the development of programmes to support capability, building in achievement of strategic objectives and enable the development of a high-performance culture.
- Maintain and oversee the performance management cycle providing coaching and deploying effective employee engagement strategies.

# Head of HR Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• CIPD Qualified (Level 5) or equivalent.</li> <li>• Chartered member of CIPD.</li> <li>• Relevant professional development.</li> <li>• A minimum of 2 years' experience in Human Resources at a senior level.</li> <li>• Up to date knowledge of employment law.</li> <li>• Understanding of Human Resources processes, procedures and policies.</li> <li>• Recent experience of leading staff teams.</li> <li>• Experience of working in the education sector.</li> <li>• Experience of working with trade unions.</li> </ul>		<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• Experience of administration related to Teachers Pension and Local Government Pension Scheme.</li> </ul>
<b>CRITERIA</b>	<b>Ability, Skills and Personal Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Ability to make well-reasoned decisions based on sound judgement.</li> <li>• Strong interpersonal, written and oral communication skills, including the ability to relate to people at all levels.</li> <li>• Supportive of change and continuous improvement processes.</li> <li>• Excellent organisation skills and proven ability to prioritise tasks effectively.</li> <li>• Ability to work under pressure with enthusiasm and drive.</li> <li>• Proven track record in managing change positively.</li> <li>• The ability to provide inspirational leadership with a 'can-do' attitude and to generate high expectations, enthusiasm and commitment in a collaborative culture.</li> <li>• A personal commitment to inclusion and diversity.</li> <li>• A team player who is willing to go beyond their own responsibilities to help others at busy times.</li> <li>• Likeable, approachable with a good sense of humour and the ability to motivate others.</li> </ul>		





**"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."**

Member of our admin team  
at Oak Learning  
Partnership



**Oak Learning Partnership**

Blackley Close  
Unsworth  
Bury  
BL9 8LY

0161 553 0030

[hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)

[www.oaklp.co.uk](http://www.oaklp.co.uk)

