



WOODBIDGE TRUST

HEAD OF PEOPLE
RECRUITMENT PACK

INSPIRING SUCCESSFUL FUTURES FOR ALL

www.woodbridgetrust.co.uk

Welcome from Woodbridge Trust.



We would like to take this opportunity to thank you for your interest in the advertised Head of People role with Woodbridge Trust. Woodbridge Trust is a growing Academy Trust within the Bolton area.

Woodbridge Trust was formed in 2018 and currently consists of two schools, a partner college and an extensive outreach service. There are currently over 1,400 children and young people within the Woodbridge family across Bolton and the surrounding areas.

The Trust currently specialises in meeting the needs of pupils with a wide range of special educational needs including those with learning difficulties, Autism, and physical and sensory needs. As a family of schools and outreach service, our overarching mission is “**inspiring successful futures for all**” and our foundation is built on an unwavering desire to provide our children and young people with high-quality experiences and opportunities that enable them to be the best they can be.

We are seeking to expand our central team and appoint an ambitious and enthusiastic Head of People to support our executive and leadership teams. This is an exciting opportunity to develop the people strategy, and operational delivery of Woodbridge Trust's long-term vision for its people.

This post would be suitable for a senior HR professional who can not only work at a strategic level but can also share best practice across our schools, draw on the talents of staff and build on our many strengths

As a Trust we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

If you are interested in the role then please read on further for the Job Description and Person specification and we very much look forward to receiving your application.

The Role.

We are seeking to expand our central team and appoint an ambitious and enthusiastic Head of People to support our executive and leadership teams.

This is an exciting opportunity to develop the people strategy, and operational delivery of Woodbridge Trust's long-term vision for its people.

The Head of People will:

Oversee the smooth running of the HR department by providing in-house HR advice and support across Woodbridge Trust. The post holder will support the CFO and wider Senior Leadership Team (SLT) with the development and implementation of the Workforce Strategy and Projects and a broad remix of existing and future projects and improvement initiatives. The post holder will manage and support the HR Teams at each setting to deliver HR operational excellence across all sites. They will ensure day to day HR operational services are delivered efficiently, effectively, to a high standard and continue to meet the needs of the Trust, inspiring successful futures for all.

Key Points:

Salary: Point 47-50 (£55,622 - £58,751) negotiable for an outstanding candidate

Contract: Full Time, Permanent

Location: Bolton – all our academies are based in Bolton

Accountable to: Chief Financial Officer

Start date: May 2024, or earlier if available

How to apply...

Please read the information pack provided and complete the attached application form. Please include a letter with your application, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, outlining any relevant experience and personal qualities you would bring to the role.

Please send your application to hr@ladywood.bolton.sch.uk

Closing date for application is 9am on Monday 4 March 2024

Job Description.

Leadership and Management

The Head of People will be accountable for supporting the strategic development and operation of the Trust through the development and implementation of effective HR strategies and services.

- 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
- Provide advice to Senior and Line Management on all aspects of HR practice, developments and legislation, ensuring the Trust adheres to best practice and operates within the law, seeking appropriate external legal or professional advice when required
- Build HR capacity within the Trust, helping SLT and Line Managers to develop their knowledge and skills related to managing their staff
- Monitor and analyse workforce statistics and report on these to the Trustees, CFO and other members of SLT as required
- Lead and develop the Trust's HR team, including taking responsibility for the team's professional development
- Monitor team performance and ensure all responsibilities and objectives are met through objective setting, regular feedback and formal appraisal
- Oversee and support the development and implementation of HR policies, processes and systems to meet legislative and regulatory requirements to reduce operational risk and meet HR best practice standards
- Oversee the management and updating of HR documents for the academies, including staff contracts, HR forms and the staff handbook
- Oversee statutory returns and publications related to HR, such as the school workforce census ensuring they are submitted in a timely and accurate manner
- Lead on the Trust's approach to organisational change, such as restructuring and redundancy
- Develop and oversee the process for resolving HR casework such as disciplinaries, grievances, absence and capability
- Schedule regular 'partnership meetings' with Senior Leaders across all sites, providing professional and responsive HR support and advice on all HR matters

Recruitment

The HR Director will be responsible for overseeing recruitment across the Trust ensuring recruitment priorities align with the Trust's aims.

The HR Director will:

- Oversee the advertisement of vacancies across the Trust, to both internal and external candidates,
- Oversee the Trust's procedures for conducting pre-employment checks including DBS Disclosures
- Ensure all staff recruitment is conducted in accordance with school policies and procedures and other legal regulations. To ensure the safer recruitment policy is adhered to at all times of any recruitment process undertaken at Woodbridge Trust

Employee Engagement (Workforce Plan)

The HR Director will oversee employee engagement, which aids the Trust in its efforts to recruit and retain the best staff.

The HR Director will:

- Oversee the development, implementation and engagement programmes, and report on the impact of these to Trustees and SLT as appropriate
- Work with SLT and Line Management to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate
- Work with Academy Leaders to ensure the Trust operates a well-structured and diverse annual Management Training Plan, using internal and external trainers.
- Oversee regulatory and operational training including Safeguarding, First Aid and Manual Handling, ensuring compliance
- Work closely with staff across the Trust to ensure that development needs are prioritised and addressed, and that accurate records of training are kept
- In Conjunction with the CFO oversee the provision of the Staff EAP Program

Performance Management, Pay and Conditions:

The HR Director will be accountable for supporting effective pay and performance management processes across the Trust.

The HR Director will:

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

Safeguarding

The HR director will support the Trust's work to safeguard its pupils, its staff and the wider community.

The HR Director will:

- Develop, implement and monitor the School's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements
- Regularly monitor the individual setting's single central record, ensuring compliance with requirements

Training

The HR Director will be required to keep up to date with employment legislation and developments in the HR field. They may also be required to undergo training relevant to the responsibilities above or related functions.

Management of resources

- To promote and monitor working practices within each school.

- Be responsible for the appropriate deployment of staff, including recruitment as appropriate.
- Interpret matters of policy/procedure/statute to ensure the Trusts compliance and initiate appropriate action arising.

To carry out duties in the most effective, efficient and economic manner available.

To support each school's mission statement, values and ethos.

Other duties of HR management that may be reasonably requested by the CFO / CEO to meet the needs of the Trust

Person Specification

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
QUALIFICATIONS AND EXPERIENCE		
1.	Professional CIPD membership at level 7 (or at level 5 and willing to progress to level 7)	Interview/Application form
2.	Willingness to participate in training and development Opportunities	Interview/Application form
3.	Significant HR experience	Interview/Application form
4.	Experience in managing case work including absence management, disciplinary, grievance etc	Interview/Application form
5.	Experience of promoting and sustaining diversity and inclusion within recruitment and retention strategies	Interview/Application form
SKILLS AND APTITUDES		
6.	Full and up to date knowledge of employment legislation and HR good practice	Interview/Application form
7.	Ability to manage competing and changing priorities	Interview/Application form
8.	Competent systems user, specifically MS Office; Excel, Power-point and word	Interview/Application form
9.	Articulate, communicative with an outgoing pleasant manner.	Interview
10.	Excellent verbal and written communication skills	Interview/Application form
11.	Evidence of strong, accurate decision making	Interview/Application form
PERSONAL QUALITIES		
12.	Ability to foster positive working relationships with all stakeholders	Interview/Application form
13.	Ability to work with and influence senior management teams	Interview/Application form
14.	Has a proactive, 'can do' attitude, that inspires and engages others to deliver excellence	Interview/Application form
15.	Confidence to challenge the status quo and strive for improvements in a positive manner	Interview/Application form
16.	High level of emotional intelligence and a skilled listener	Interview/Application form

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Please send your application to hr@ladywood.bolton.sch.uk

Closing date for application is 9am on Monday 4 March 2024

Interview's week commencing 11 March 2024

Thank you for your interest and we welcome your application.



In partnership with...

