

Job Description

JOB TITLE Head of Talent

JOB FAMILY People Directorate

PHASE Central

GRADE Pay Group 9

REPORTING TO People Director

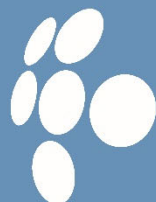
RESPONSIBLE FOR Learning & Development & Recruitment Teams

This position will additionally sit on the Educational Strategy Team.

Job Purpose

Identify, engage, develop and retain talent within TSAT and related organisations, to improve the organisation's performance.

1. Talent Acquisition:
 - a. The role of the Head of Talent is to lead and oversee the organisation's recruitment and talent acquisition strategies. They are responsible for developing and implementing effective talent acquisition plans, sourcing and attracting candidates, in a timely, efficient & cost-effective manner while promoting diverse & inclusive hiring practices. This will include ITT/SCITT and future teacher attraction and recruitment.
2. Talent Management:
 - a. The Head of Talent will support colleague engagement and retention by leading and co-ordinating career development, succession planning, talent management, leadership development and professional development initiatives (amongst others) that help to make TSAT a great place to work. While working as a Head of Talent, you will be required to identify opportunities for organisational improvement and driving change management initiatives. They are also responsible for building a strong talent pipeline and clear talent pathways for progression.
3. Talent Development
 - a. Accountable for the development, planning and successful delivery of an organisational programme of core, specialist and professional learning and development initiatives, the Head of Talent will ensure they meet operational and regulatory requirements to ensure that all colleagues are suitably qualified, competent and skilled to undertake their roles.
 - b. They will provide strategy for high quality Learning and Development, Lead Professional Growth and own the policy and implementation of the system, implement agreed strategic objectives, on plan and within agreed financial parameters.



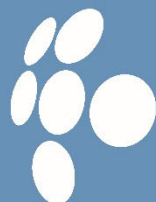
Duties and Responsibilities

Talent Acquisition – Attraction & Recruitment

- Responsible for the attraction, recruitment and retention of staff across the Trust.
- Develop and implement the delivery of an agreed Recruitment and attraction strategy.
- Responsible for ensuring robust induction processes and systems are in place across the Trust.
- Ensuring effective onboarding mechanisms across the Trust in conjunction with People Director and Trust Service Delivery & Onboarding Leads.
- Ensure collaborative working with the marketing and communications team to attract, recruit and retain staff.
- Designing and driving the adoption of consistent recruiting, interviewing and hiring practices that support a strong candidate experience.
- Partnering with leaders within the organisation to track the ongoing hiring needs of the Trust.
- Managing end-to-end recruitment for senior roles.
- Working with partner organisations and suppliers to identify external talent pools.
- Implementing talent acquisition strategies for leadership, mid-career and graduate hiring.
- Identifying and partnering with external providers as required to ensure hiring needs are met.
- Defining and driving the team to meet and exceed hiring benchmarks relating to time to fill, cost per hire, diversity hiring, and hiring manager and candidate satisfaction.

Talent Management

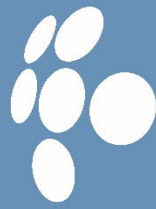
- Responsible for the development and delivery of professional growth, talent development methods, succession planning, and workforce planning aligning these with the Trust development plan and values.
- Design, develop and deliver the Trusts professional growth framework.
- Develop and implement talent management strategies, initiatives, and programmes that support the development and retention of high-performing employees.
- Develop and implement employee engagement strategies to foster a positive work environment and enhance employee satisfaction and retention.
- Lead the planned performance development review, succession planning and talent management cycle, helping to identify future leaders and high potential colleagues and working with relevant stakeholders to develop suitable development plans/programmes.
- Design and implement the TSAT Coaching Principles, to foster a culture of continuous growth across the organisation
- Collaborate with leaders and managers to identify high-potential employees and create development plans to accelerate their growth and advance their careers.
- Developing effective strategies for identifying skills gaps within the workforce.
- Maximising the potential of those working in an organisation.
- Creating definitions of talent and effective approaches to identify talented individuals or groups.



- Designing succession plans and contingency frameworks for TSAT's critical roles.
- Reviewing workforce planning data to feed into the talent strategy.
- Evaluating the success of talent programmes.
- Defining and leading projects focused on continuous improvement.

Talent Development

- Develop and oversee the delivery of an agreed learning and development strategy.
- Drive the design, development and execution of training and development programs to enhance skills, knowledge, and business performance at all levels.
- Lead the Trust CPD/Conference in collaboration with the Head of Thinking Teaching and Learning and the EST
- Collaborate with the Thinking Horizons team on the Early Careers Framework across the Trust and ensure effective teacher training opportunities.
- Work in collaboration with Trust Lead for Thinking, Teaching & Learning who will focus on Teacher CPD provision.
- Stay abreast of industry trends and best practices in talent development and make recommendations for continuous improvement to drive organisational performance.
- Partner with senior leadership to align talent development strategies with Trust objectives and drive organisational cultural and climate.
- Create and maintain a comprehensive talent development framework.
- Oversee the design and implementation of talent development processes, including talent review and succession planning, coaching, mentoring and professional growth.
- Design and deliver an apprenticeship strategy across the Trust.
- Oversee the external training / accredited qualifications offer across the Trust.
- Oversee external Leadership qualifications and development.
- Manage and develop the Trust's online LMS.
- Build effective, collaborative working relationships with relevant senior leadership representatives, site leaders, HR teams and subject matter experts to understand and continually re-evaluate organisational learning and development needs to ensure they are aligned with business need and current regulatory and legislative requirements.
- Foster a culture of continuous improvement within the L&D function to ensure processes and practices are continually reviewed and lessons learned lead to change and best practice.
- Maintain an internal and external focus, horizon scanning and networking to explore and identify the most effective and innovative training, learning and delivery initiatives and projects to ensure that TSAT is a sector-leader in respect of career and professional development, in collaboration with the Education Strategy Team.
- Oversee the delivery of a planned programme of management and leadership development activity to ensure TSAT has effective, high-quality and stable leadership at all levels of the organisation, in line with the TSAT Leadership Principles



- Pro-actively manage positive internal communications in conjunction with relevant stakeholders to ensure widespread awareness of L&D activity and performance at all levels.

Leadership

- Lead the Trust Recruitment and Talent team.
- Lead and coach the team to ensure it is high-performing and value adding through effective recruitment, induction, training, development, professional growth and leadership of all members of the team.
- Build and create robust methods for tracking, reporting, evaluating, and analysing performance of the Talent team and the effectiveness of the programme it delivers.

Communication with all stakeholders

- Manage third-party relationships and contract negotiations with external stakeholders and providers to ensure effective use of resources.

Budget management

- Define, allocate and manage the Talent, Recruitment & L&D budgets, making data-driven recommendations during budget setting to ensure the most effective allocation of resources and return on investment.

Systems and data

- Continually review, develop and enhance associated Recruitment, Talent and learning and development systems (e.g. Think Ahead, Ihasco and Eploy).
- Build and create robust systems for tracking, reporting, evaluating, and analysing L&D and Talent management and succession planning across the Trust.
- Report on data and impact to relevant committees.
- Manage the Trust Careers site and learning and development pages.

Compliance

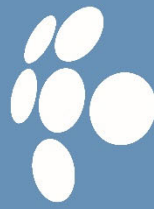
- Accountable for the Trusts UKBA sponsorship licences.
- Accountable for the Trust Safer recruitment practices working collaboratively with the Trust Safeguarding lead.
- Responsible for associated Trust policies that fall within the Recruitment and Talent remit.

Commercial

- Develop a commercial strategy to provide external Recruitment, Talent & L&D services.

Generic Duties relevant to all members of Staff

Within the Trust, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:



The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims.

Safeguarding

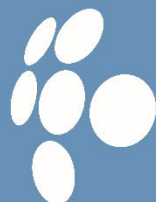
- The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

Health and Safety

- Employees are required to work in compliance with the Trust’s Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Data Protection

- The Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff



must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

Sustainability

- The Trust is committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.
- The Trust also encourages employees to make sustainable decisions to support our aim to improve sustainability.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Professional development

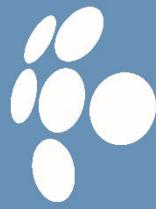
- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.
- Actively participate in the Trust Professional Growth cycle.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.

The post holder will be required to comply with organisation's policies and procedures.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.

I understand and agree to the job description of Head of Talent.

Name:

Signed:

Date: