



Schools People Partner

<p>Purpose</p>	<p>Reporting into the Director of People and Culture this role will work in close collaboration with school leaders both operationally and strategically.</p> <p>The role will support the implementation of the People Strategy, whilst proactively providing practical and effective solutions to various people related matters. The main focus will be working with leaders and managers to embed strategies and processes ensuring an inclusive HR provision, financially sustainable practices and systems and processes that are consistent and of the highest quality.</p> <p>This role will contribute to, support and promote the Trust's ethos and values, objectives and priorities, and policies and procedures which strive for organisational improvement in a positive working culture to meet the needs of our learners.</p>
<p>Reporting to</p>	<p>Director of People and Culture</p>
<p>Pay Scale</p>	<p>Support Staff Grade 9</p>
<p>Key Responsibilities</p>	<p><i>Everyone Matters</i></p> <ul style="list-style-type: none"> • Work with the Director of People and Culture to continually develop and implement the People Strategy in line with the strategic direction of the whole organisation whilst acknowledging the nuances of the schools and settings within it. • Work with (Executive) Headteachers, school leaders and line managers to develop and deliver clear people plans for their settings, around workforce planning, recruitment, retention, staff development and change management, providing HR support and guidance when needed to resolve problems • Oversee the planning and implementation of staff recruitment, development and retention, ensuring the advertising, selection and appointment of candidates is consistent with Trust expectations. Ensure that accurate contractual documentation is issued and that appropriate vetting/Safer Recruitment requirements are actioned, ensuring compliance with Right to Work requirements • In allocated settings (as outlined in SLA) ensure timely collation of relevant staffing information is managed so that HR records and payroll reporting are current. Ensure payroll actions are completed in a consistent and timely manner by the relevant person. • Oversee employee relations cases liaising with HR Advisory, and support managers with practical advice and guidance in line with current policies and legislation.

- Ensure school leaders are implementing good practice and Trust directives around every element of the employee life cycle.
- Ensure the Wellbeing Commitment is adopted within settings to support wellbeing, engage and empower colleagues to be motivated within a happy workforce.
- Know school-level data and be able to leverage data analytics to drive the HR function - and inform all leadership levels.
- Promote Engagement Survey and analyse data to understand employee voice alongside setting leaders, keeping a pulse on morale.
- Ensure all colleagues have awareness and can access communication links of the Trust in order to optimise engagement and belonging.

Making a Difference

- Work with the Director of People and Culture and wider team to drive an ethos change within the role of HR.
- Work with stakeholders on change management and organisational design of settings to future-proof - anticipating and managing any change elements.
- Foster a culture of people development to build the skills of future leaders and contribute to the Trust-wide leadership talent management best practices that enable leaders to recognise and retain high performers.
- Handle sensitive people situations in a respectful and caring way while also maintaining the highest level of confidentiality.
- Support the central team with the development and implementation of HR projects as directed.
- Support the central team with the onboarding process for new schools to the Trust, including TUPE requirements.
- Contribute to the development and review of HR policies. Lead on the communication and training (as necessary) of HR policies, practice and support in the schools. Ensure that all Trust policies are implemented.
- Provide feedback and coaching to the leaders and managers within the settings, building confident managers of people and empowering them within their roles.
- Bring best practices and forward-thinking ideas to the team.
- Support the Trust's approach to staff wellbeing and workload, with constructive, positive staff relationships, to ensure that each school is a 'great place to work'.
- Utilise systems and data to report and monitor on key HR-related activities/metrics for efficiency and improvements, utilising expertise to expose potential business risks and trends.
- Develop and deliver training sessions, networks, CPD workshops on effective management practices, employee relations, HR policy subjects in order to upskill and improve confidence within teams.

Working Together

- Drive the EDI (Equality Diversity and Inclusion) agenda across settings ensuring an awareness and drive of a culture of inclusion. Be a strong advocate and role model for diversity and inclusion initiatives, being mindful about diversity on teams and in leadership, and help identify ways to continuously improve employee's ability to support a diverse workforce.

	<ul style="list-style-type: none"> • Provide cover to colleagues within the central HR structure, depending on workflows. • Support auditing of SCR (single Central Record). • Contribute to the implementation of the HR system ensuring a seamless link of communication between central team and school users of the system. • Build effective professional relationships with leaders, managers, local Partners and union representatives to ensure people issues are resolved in a consistent, fair and effective manner, in accordance with HR best practice on all aspects of employee relations work.
<p>Additional duties and information</p>	<ul style="list-style-type: none"> • The post holder will be based at Wessex Learning Trust Headquarters in Cheddar but will be expected to travel to other Wessex settings, as necessary, therefore a driving licence is essential. Mileage will be paid accordingly. • Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Carry out any other duties as commensurate within the grade, as reasonably requested by the Director of People and Culture and the wider Executive Leadership team. • Attend relevant meetings, as required. • Participate in training and other learning activities and performance development, as required. <p>This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.</p> <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>

Signature (employee):	
Date:	
Signature (line manager):	
Date:	

PERSON SPECIFICATION

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Further relevant Qualifications (CIPD)	D
SKILLS and EXPERIENCE	
Effective and efficient communication skills.	E
Excellent literacy skills with enviable attention to detail.	E
Excellent planning and analytical skills	E
The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.	E
A deep knowledge and understanding of UK employment law	E
Significant experience in an education HR role managing complex ER	D
Ability to have challenging and sensitive conversations with skill and positive outcomes	E
Previous use of HR/MIS systems	E
Experience researching and writing employment policies	D
PERSONAL QUALITIES	
High professional and personal standards.	E
Strong emotional intelligence and experience of building positive relationships with all levels of leadership to allow for open and trusted dialogue	E
Work on own initiative and have a pro-active approach to problem-solving.	E
Respect for young people and their needs and passionate about enhancing opportunities.	E
Demonstrates energy, flexibility, resilience, high level of motivation and 'can do' attitude.	E
OTHER	
Comply with safer recruitment checks including enhanced DBS.	E