

HR BUSINESS PARTNER

RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



THE FUTURES TRUST



JOB TITLE:	HR BUSINESS PARTNER
OPPORTUNITY:	<p>This is an exciting time to join the Trust. We are looking to appoint an impactful, motivated HRBP to work in a busy trust.</p> <p>You will have excellent relationship building and influencing skills and will be able to work in partnership with Trust leaders, Headteachers, school leaders and HR colleagues to shape, develop and deliver HR plans and solutions. You will provide advice, guidance and support to staff and managers by providing high level people management and development support across designated schools, whilst managing risk and ensuring statutory compliance.</p>
REPORTING TO:	HR Operational Lead
LOCATION:	This role is part of the Central HR Team and is based predominantly President Kennedy School and Keresley Newland School, with a requirement to travel to work at or for schools in the Trust.
SALARY:	£37,051 - £43,907 per annum 37 hours per week, all year round (applications on a flexible basis welcome)
BENEFITS:	<ul style="list-style-type: none">• Competitive rates of pay• Professional development opportunities• Career pathways across the Trust• Local Authority Pension Scheme• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION

Job Purpose

To work in partnership with Trust leaders, Headteachers, school leaders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and priorities of The Futures Trust. To provide advice, guidance and support to staff and managers by providing high level people management and development support across designated schools, whilst managing risk and ensuring statutory compliance.

Duties and responsibilities

- Conduct weekly meetings with Headteachers and work with senior leaders and line managers to provide HR guidance and ensure a consistent approach to staff management, particularly in the areas of absence management, learning and development, performance management and practical application of policies.
- Provide HR advice and guidance to Headteachers, managers and staff on HR matters and coach/support them with complex casework, performance, attendance and employee relations issues.
- Act as part of a team, to provide advice and guidance to the Trust team and Headteachers on employment matters and to ensure the maximisation of service performance.
- Consult, work with and challenge leaders to develop employee strategies and ways of working to support organisational targets and attract, retain and develop employees.
- Horizon scan across and beyond the education sector to develop and implement new ideas and consider the impact on schools, using a variety of evidence based information.
- Deliver HR initiatives, including workforce planning, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management.
- Gather and develop intelligence focused on the direction of travel for The Futures Trust and its schools, to develop an understanding of the type of talent needed, when and where it is needed, identify potential skills shortages and to work closely with Headteachers and Finance to accurately plan.
- Support the delivery of projects, including the implementation of large scale transformation, change and transition activities, such as workforce remodeling and TUPE, ensuring equality, inclusion and diversity impact is considered.
- Make use of and disseminate HR technology to gather, collect and deliver information and to communicate with employees more easily and efficiently.
- Analyse and report HR information to support with benchmarking and the development of HR strategies and solutions aligned to the delivery of Trust and school priorities.
- Support the development delivery of a Trust wide recruitment and onboarding strategy, to ensure the best candidates are sourced and secured.
- Work with Trust and school leaders to support the development of career pathways for new and existing Professional and Associate staff, to include the use of the Apprenticeship Levy.
- Ensure that the Trust's Safer Recruitment practices are robust and comply with the requirements of Keeping Children Safe in Education at all times. Work with HR and schools to maintain compliant and up to date Single Central Records with respect to pre-employment safeguarding checks and safeguarding training.
- Ensure that all internal and external reporting and audit requirements are satisfied through the provision of management information and HR returns.
- Work independently and with the HR team to update and implement all HR related policies and procedures, underpinned by statutory compliance, best practice and added value.

- Stay abreast of the legal and statutory frameworks in which schools operate and develop and amend policies in line with current legislation.
- Develop a network of HR professionals at local, regional and national levels, from public and private sector organisations, to ensure the implementation of modern HR practices and best practice.
- Develop and maintain good working relationships with Trade Unions and lead on negotiations where appropriate.
- Proactively share HR best practice to achieve successful outcomes across the trust
- Provide leadership to other team members either through direct or matrix management to enable the delivery of priorities and outcomes.

Line management

- To provide line management, coaching and support for HR Assistants, as required.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of HR Business Partner are up to date.
- Maintain or work towards membership/ associate membership of the CIPD and utilise the Professional Map.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.
- Request advice, guidance and assistance from the HR colleagues to undertake any aspects of the role as required.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience • CIPD qualified at Level 5 or above • Full driving licence and own transport 	A relevant postgraduate / CIPD Level 7 qualification
Skills and Abilities	<ul style="list-style-type: none"> • Strong business acumen with the ability to develop HR solutions to support business outcomes • Proven ability to develop effective, productive relationships at all levels within the Trust and also with external organisations such as OH and Payroll. • Able to assess situations, including risk, and offer solutions which are aligned to achieving the aims of the organisation • Commercially astute with the ability to identify and quantify the financial impact of HR interventions • Competent in interpreting and providing advice on employment legislation and conditions of service to ensure compliance and best practice • Highly skilled communicator both verbally and in writing including the ability to construct concise, well-argued points in order to persuade and influence • Excellent organisational and planning skills • Able to support the development and implementation of strategic HR initiatives • Able to demonstrate careful attention to detail and ability to check work for accuracy and quality standards • Ability to prioritise and work well under pressure to strict deadlines • Excellent ICT skills including use of Microsoft Office • Experience in negotiating with trade union representatives • Able to manage, motivate and develop colleagues 	

Experience	<ul style="list-style-type: none"> • Minimum of 2 years' experience in an HR Business Partner or HR management position: • Providing advice, guidance and training in recruitment and retention, absence management, performance management, learning and development, employee relations and employee engagement • Managing complex casework, carrying out investigations and ensuring accurate supporting documentation is in place • Proactively supporting the development of policies and procedures in accordance with statutory requirements and organisational needs. • Working in a unionised environment and consulting with trade union representatives to achieve positive outcomes • Implementing policy to achieve outcomes which add value to the organization • Fully utilise HR and business data to inform decision making and action planning. 	<p>Working in HR in education or an academic environment</p> <p>Terms and conditions of employment within education, including the School Teachers' Pay and Conditions Document, 'Burgundy Book' and 'Green Book'</p> <p>Working across multiple organisational sites</p> <p>Working within / advising a Multi Academy Trust</p>
Knowledge & Understanding	<ul style="list-style-type: none"> • The impact that HR practices has on the achievement of organisational outcomes • The role of HR in relation to safeguarding in educational settings • Data protection and confidentiality • Equal pay and job evaluation • The impact of TUPE on HR practice post transfer • Project management skills 	
Attitude and Personal Qualities	<ul style="list-style-type: none"> • Committed to, and able to promote, the values of the Trust – Learners First, Its about Learning and No Barriers • A professional role model who is committed to developing their own, and others, professional development • Self-motivated • Approachable • Able to work calmly under pressure and withstand stress • Ability to work flexibly, to attend meetings and INSET days as required 	

HOW TO APPLY

CLOSING DATE:	Friday 12 July 2024
INTERVIEWS:	tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.
The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.