HR Manager

PATHFINDER SCHOOLS
Inspiring greatness

Candidate Pack

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WELCOME

Ann Davey-Pathfinder Schools CEO

Dear Applicant,

Firstly, may I thank you for your interest in Pathfinder Schools and our HR Manager post.

This is an exciting time for Pathfinder Schools, we are looking to build on our successes, and continue to grow and develop. To achieve this, we need an exceptional HR Manager who will work with the Central Team, Trust Board, Heads and Business Managers to deliver our People Strategy and Central HR Service.

Pathfinder Schools currently consists of 10 academies, 9 primaries and one secondary, and is located in Northamptonshire, close to the Leicestershire border. We have a strong underlying ethos of collaborative working and support. This is highlighted in commitment to 'inspiring greatness' for our staff, pupils and local communities.

Providing the best education for the children in our community, from nursery right through to the end of sixth form, is what inspires us. We want to ensure that the children who attend our schools are resilient, independent learners who are provided with the tools to succeed, regardless of their starting point.

Every child is important and working in a truly collaborative way means that we can use the best possible strategies, the most effective ways of working and we can develop and implement good practice across Pathfinder Schools for the benefit of both students and staff.

To arrange an informal, confidential discussion about the post please email prawlins@pfschools.org.uk or call on 01536 903399..

We are eager to make an appointment as soon as possible and details of how you can apply are in this information pack.

I wish you every success as we embark on this important plan for all our schools. We are all very much looking forward to working closely with our new HR Manager when they are appointed.
Yours faithfully

Ann Davey

CEO

ABOUT US

"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

Ann Davey-CEO-Pathfinder Schools

Over 500 staff

Over 3000 pupils

10 Academies

Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

OUR PURPOSE

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

OUR VALUES

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

CENTRAL TEAM STRUCTURE

CEO

Maintain vision, values and strategy
Oversee all functions
Civic leadership and responsibility

CFO

Trust Finance
Company Secretary

HR Manager

Delivery of HR Strategy
HR Service to all schools

Director of School Improvement

Support schools to drive and shape the education offer

Governance Professional / PA

Support and develop Trust and LGB
Support CEO

IT Manager

Manage IT across the Trust

Operations Manager

Responsibility for H&S, sites and operations

HR & Payroll Coordinator

Support the HR function and manage payroll

Lead Practitioners x 3

Lead and develop practice in key subject areas

Clerks x 2

Clerking duties for LGBs

IT Team

1 Network Manager
2 x IT Field Techs
1 IT Technician
1 IT Apprentice

CAREER DEVELOPMENT

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework-We are proud to work in partnership with the Best Practice Network (BPN) to deliver the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

"We seek to empower our staff"

WHAT OUR STAFF VALUE

"The opportunity to grow and ask questions to professionally develop."

"We are a team. I feel very looked after and cared for, just as I care for them."

"Leadership is strong and I feel I can go to them with anything"

"It is really nice to feel valued, supported and cared for.
Great advice, great support"

"I wanted to join Pathfinder Schools as I was attracted to the Trust's values – a belief that anyone can find their own greatness always strikes a chord with me and I know that the Trust really believes in its students and staff"

"My success as a teacher here has built on the shared ideas of colleagues and I truly believe that by working together we will achieve even more".

"People are helpful, good work-life balance encouraged"

Advert

Contract type-Full time, permanent, we also welcome applications from individuals who would like to discuss part-time or flexible working.

Salary-Competitive

Work base: The role will be based at the Pathfinder Schools Office in Rothwell, however time will also be spent working within the schools across the Trust. Executive Team colleagues are supported to work on a hybrid basis with a blend of home and office based working.

Closing date-6th October 2022

Shortlisting-7th October 2022

Interviews- w/c 10th October 2022

Start date-As soon as possible

How to apply

Please complete a Pathfinder Schools Support staff application form which can be downloaded from the vacancies page of the website.

https://pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to recruitment@pfschools.org.uk

An exciting opportunity has arisen for a HR professional to lead the Pathfinder Schools HR provision as HR Manager. The HR Manager is responsible for the Trust HR strategy and holds overall responsibility for the delivery of a high-quality HR service to Trust academies.

Pathfinder Schools currently consists of 10 academies, 9 primaries, and one secondary school, all located within a fifteen-mile radius. We have a strong underlying ethos of collaborative working and are committed to modelling our values of Independence, Humanity, and Collaboration in all we do.

The post holder will work closely with the CEO, Trust Executive Team, Board of Directors, Headteachers and School Business Managers.

The successful candidate will be a highly experienced HR professional who is committed to the wellbeing and development of our Trust colleagues, and will ensure our Trust values underpin our decision making.

To arrange an informal, confidential discussion about the post, please email prawlins@pfschools.org.uk or call on 01536 903399.

Pathfinder Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Job Description

HR Manager

Responsible to: CEO

Responsible for: HR & Payroll Coordinator

Key relationships with:
·Pathfinder Schools Executive team
·Members of the Trust Board PPP Committee
·School Leaders
·School Bursars and HR colleagues
·Staff at all levels
·Finance/Payroll
·Recognised Trades Unions
External agencies /experts

Purpose of the post:

To lead on all aspects of the HR function for the Trust, including those relating to Trust academies. To hold overall responsibility for the delivery of a high quality HR management advisory service across the Trust.

Ensure the effective operation of HR systems and policies within the Trust, ensuring compliance with employment law and appropriate education legislation, including safer recruitment.

Take the strategic lead on core aspects of the Trust strategic plan that relate to its people.

Work with the Executive Team to develop staffing structures that are equitable for employees and financially efficient for the Trust and academies

Work location: The role will be based at the Pathfinder Schools Offices however on a day-to-day basis time will be spent working within the schools across the Trust.

HR Information, Advice and Guidance

- To ensure that relevant employment legislation and educational employment knowledge is kept up to date personally and across the Trust, advising on the interpretation and implementation of changes and ensuring that all policies and procedures are up to date and legally compliant.
- To manage the delivery of a high-performance HR service covering end to end of the employee lifecycle.
- To be responsible for people related risks on the Trust Risk Register, to ensure that risks are rated accurately and control measures are appropriate. Review and update regularly and advise the CEO and Trust Board of emerging and increasing risks and recommend responding strategies
- Provide expert professional advice to academies and executive team members on all aspects of HR, including the application of Trust policies, such as recruitment, induction, probation, performance management, disciplinary, capability and attendance. Ensure advice and any resulting actions align with Trust values and strategic priorities.
- Ensure that the Trust is compliant with equality legislation, including in terms of arrangements for pay and conditions across the Trust, devising and implementing action plans to address any inconsistencies of approach.
- Contribute to ensuring that the Trust is compliant with Data Protection legislation and GDPR.
- Contribute to effective working relationships with recognised national trade unions
- Contribute to strategic meetings across the Trust, building effective relationships at all levels, including with Trustees, central executive team, heads, local governors and senior leaders in academies.
- Line manage centralised HR team colleagues
- HR Casework and employee relations
- To proactively support academy leaders, people managers and the CEO to manage employee relations cases ranging from Disciplinary, Grievance & Capability/Performance to Absence Management, Redundancy, restructuring, staff wellbeing and family friendly matters. To attend meetings and hearings in an advisory capacity as required.
- Lead on high-level casework and liaise with legal advisors and trade unions as appropriate.
- To be responsible for the review of case documentation and provide advice on the production of relevant documents, letters and audit trails.
- To report areas of non-compliance or breach of procedure to the CEO
- To provide strategic advice and management support to the development and implementation of staff health and well-being strategies and to monitor impact and effectiveness.

- To engage on behalf of the Trust with staff and representatives of recognised trade unions in all aspects of formal consultation, feedback results of consultations to the CEO.

Leadership and corporate governance

- Provide strong and visible leadership to all Trust staff
- Actively contribute to the successful team working and collaboration of the executive team and school leadership teams.
- Ensure that the HR function is positive, proactive and influential in its contribution to the Pathfinder Schools strategic and operational planning processes.
- Embrace high standards of employment practice and act in accordance with the 'Pathfinder Schools Code of Conduct'.
- Promote the vision, values and behavioural framework of Pathfinder Schools.
- Recruitment, selection and retention
- Plan, apply and monitor current and future workforce resourcing requirements across the Trust and is workplaces.
- Provide a recruitment infrastructure that ensures consistent and fair recruitment and selection practices across Pathfinder Schools.
- Create and implement systems, policies and procedures that will ensure the highest standards for job design, recruitment and selection which are maintained and are consistent across the Trust.
- Ensure that Pathfinder Schools has a values-based recruitment approach that enables the Trust to recruit and retain staff that share our values and display aspirational attitudes and behaviours
- To train, support and guide Academy leaders through recruitment and selection processes and monitor their compliance with the Trust's Recruitment & Selection Policy, statutory safeguarding guidance including Keeping Children Safe in Education
- To continuously review Trust recruitment processes to maximise efficiency of the onboarding processes, and deliver best practice.
- Work with academies to ensure that all vacancies and terms and conditions of employment have been agreed prior to recruitment, liaising with the CEO and CFO where appropriate
- Monitor and keep abreast of safer recruitment guidance, legislation and best practice to ensure full compliance across the Trust.
- Monitor and quality assure all facets of academy level recruitment
- Monitoring the overall cost of recruitment and retention and identifying strategies to achieve best value and set expenditure at appropriate levels.

Policy Development & Project Work

- Interpret statutory education guidance and employment law, develop and maintain HR policies and procedures that are sector leading, legally compliant, effective and support the trust as an employer of choice. To present recommended policies and policy amendments to the CEO and Trust Board approval.
- Develop and deliver HR strategic priorities that align with Trust vision and values.
- Devise, implement and monitor the effectiveness of a HR/People Strategy for Pathfinder Schools
- Lead all HR TUPE project work and HR-related matters that are connected with academy transfers.
- Lead on developing and delivering training to central service and academy leaders and managers on HR protocols and practice.
- To support Trust leaders to develop and drive forward its equality, diversity and inclusion strategies and action plans to ensure that the Trust is seen as an inclusive employer where opportunities are truly equal. To contribute to strategic discussions on EDI as required.

People information

- To manage all aspects of the Trust's people data and supporting personnel information systems, ensuring that information is collated, entered, validated, and maintained and that appropriate audit trails exist for all personnel decisions.
- To provide HR reports to the CEO and Directors, ensuring that regular updates are provided on all aspects of HR and staffing. To demonstrate how people data has driven decision making, projects, risk and strategy.

Terms and conditions of employment

- To regularly review the Trust's standard terms and conditions of employment for Teachers and Support Staff, ensuring that they are compliant with employment law and written in line with national agreements on terms and conditions of service (e.g. School Teachers Pay and Conditions and National Joint Council 'Green Book') and best practice recommendations.
- To monitor fixed term contracts ensuring timely renewal/termination in consultation with Trust and academy leaders.
- To provide support and guidance to Trust staff at all levels to ensure full comprehension of and compliance with their terms and conditions of employment.

General

- To comply with Pathfinder Schools Policies & Procedures
- Demonstrate knowledge, understanding and positive promote equality of opportunity
- Support a positive culture and adopt behaviours that exemplify Pathfinder Schools values
- Encourage the development of productive and collaborative working relationships across the Trust
- To indicate an acceptance of, commitment to and promotion of the underlying principles underlying the Pathfinder Schools Diversity and Inclusion Policy Statement
- To contribute to the development and implementation of the vision and values of Pathfinder Schools.
- To take responsibility for your own ongoing personal development and growth of expertise
- To participate in training and other learning activities and appraisal as required.

Special factors

Subject to the duration of the need, the conditions given below may apply:

- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.
- This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.
- Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

HR Manager
Person Specification

Qualifications & Experience	Essential	Desirable
• CIPD Level 5 • Full membership of the CIPD • Evidence of recent and ongoing continuous professional development • Specific knowledge of the challenges facing the education sector	✓	
Experience and work achievements		
• Significant experience of working with Senior Management teams • Significant experience of working within a HR team and ensuring that effective and efficient HR support and systems are provided • Proven senior HR leadership experience in a highly unionised environment • Understanding of relevant and current employment law • Experience of successfully managing resourcing, ensuring that high quality candidates are appointed and that all recruitment, pre-employment and employment standards are complied with.	✓	
Skills and abilities		
• Highly developed communication skills, including advanced report writing skills, presentations and verbal communication • Developing systems and processes to meet organisational requirements • Developing and implementing policies and procedures related to management of a HR function • Leading high level casework • Can lead, motivate and inspire others, both directly and indirectly • Is highly credible to internal and external stakeholders • Has strong analytic and critical reasoning skills and is capable of effective problem solving • Can demonstrate a strong knowledge of current employment legislation • Able to demonstrate a sound understanding of diversity issues and a commitment to promote equality within the organisation and externally to the public and students • Able to make sense of conflicting priorities and reach effective and speedy solutions • Well-developed programme and project management skills • Able to assess risks, anticipate difficulties and successfully address them • Able to handle detail within strategic plans and provide informed advice and judgements • Politically astute and able to navigate organisational policies and culture effectively	✓	

HR Manager
Person Specification

Skills and abilities cont.	Essential	Desirable
• Succesfully designed and delivered training materials to non-specialist audiences	✓	
Personal attributes		
• Is a role model for openness and inclusion • Demonstrates resilience, confidence and self-belief when working to strict deadlines • Demonstrates self-awareness which includes awareness of impact on others • Has personal integrity • Demonstrates a leadership style which is visible and democratic • Committed to promoting diversity and awareness of equal opportunities • Demonstrates a commitment to the values and principles of public service and high-quality education provision in particular • Is a team player willing to support colleagues routinely and be prepared to take responsibilities outside of specialist knowledge • Full UK driving license to enable travel throughout Pathfinder Schools sites in a timely manner • Able to satisfactorily meet the requirements of pre-employment checks	✓	
Equality & Diversity		
• An ability to promote equality of opportunity and recognise the potential for developing this in school communities		
Special factors		
• Work in accordance with the Trust's values and Behaviours- Collaboration, Humanity & Independence • A commitment to safeguarding and promoting welfare of children and young people		

CONTACT US

1. Visit us Pathfinder Schools, Greening Road, Rothwell, Northamptonshire, NN14 6BB

2. Call us 01536 903399

3. Email us office@pfschools.org.uk

4. Website Pathfinder Schools, Greening Road, Rothwell, Northamptonshire, NN14 6FJ

5. Follow us @PathfinderSch