



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Human Resources Business Partner
Grade:	10
SCP:	SCP 40– SCP 44
Conditions of Service:	Support Staff Contract
Responsible to:	Head of HR
Location:	Hybrid Remote

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 organisation's and People strategic plans. To provide advice, guidance and support to employees and managers by providing high level people management and development support across schools, whilst managing risk and ensuring statutory compliance.

Key Responsibilities

Main Duties and Responsibilities

- Manage complex casework and employee relations issues.
- Building strong relationships with school leaders
- Ensure Managers and employees of Shaw Education Trust understand people policies and procedures, applying them fairly and consistently across the organisation.
- Conduct regular meetings with Headteachers and colleagues on people matters and coach/support them with complex casework, performance, absence management and employee relations issues.
- Act as the escalation point within the regional people team when providing advice on employment matters to ensure the maximization of service performance.
- Maintain awareness of changing employment legislation and new developments
- Deliver people initiatives, including talent management, workforce planning, employee relations, employee engagement and performance.
- Support schools by gathering and developing information to understand the type of talent needed, when and where it is needed, identifying potential skills shortages and to work closely with Headteachers to accurately plan.
- Support the Head of HR in the delivery of people projects, including the implementation of transformations and change activities, such as TUPE, recognition and redundancies, ensuring equality, inclusion and diversity impact is considered.
- Work with School leaders to support the implementation of career development plans for new and existing colleagues, including the use of the apprenticeship levy.
- Work independently and with the People team to update and implement people-related policies and procedures, underpinned by statutory compliance, best practice and added value.
- Develop and maintain good working relations with Trade Unions and lead negotiations where appropriate.
- Attend meetings as required (including NNJC)
- Proactively share HR best practice to achieve successful outcomes across the Trust • Support leaders in promoting employee welfare and developing wellbeing solutions.
- Provide leadership to other team members wither through direct or matrix management to enable the delivery of priorities and outcomes.
- Liaising with the Trusts Legal Advisors as required.

Line Management

- To provide line management, coaching and support for the People Advisors, as required.

Professional Accountabilities

- The postholder is required to be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report concerns to the appropriate person.
- The postholder is required to act as an ambassador for Shaw Education Trust and display high levels of professionalism, confidentiality, and integrity.

The areas of scope for the role include but not limited to, culture and engagement, Diversity and Equality, software and HR technology, Talent and performance, management and leadership, recruitment and resourcing, coaching and mentoring, Employment law and legislation and Reward and recognition.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- CIPD or equivalent HR qualification or experience

Experience / Knowledge / Skills

- In depth knowledge of current employment legislation and HR best practice.
- At least 2 years' experience in a HR Business Partner position within a matrix organisation.
- Experience of working in an operational and strategic role
- Experience of working within a unionized environment
- Excellent verbal communication, influencing and negotiations skills and ability to relate to a diverse range of people.
- Excellent written communication skills
- Ability to operate independently and work effectively as part of a multi-disciplinary team.
- Strong commitment to own learning and development.

Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. 	<ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. 	<ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well.
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. 	<ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. 	<ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees.

<ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 		
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Motivate and inspire

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. 	<ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. 	<ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare.

Reflection

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. 	<ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. 	<ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.

Secure accountability by giving tools to succeed by...

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. 	<ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. 	<ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC 25.05.2024

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.