



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

INFORMATION FOR APPLICANTS



HUMAN RESOURCES DIRECTOR

Salary Scale PO6 Points 40-43

37 hrs pw term time only + additional days (negotiable)

All year round salary £43857- £46845 pa

Actual term time only salary £36800 - £39307 pa (increasing dependent on additional days)

Permanent

May include the opportunity to progress to the 'Director' pay scale in the future

Required as soon as possible





Thank you for your enquiry regarding this post.

Please look at the [Collaborative Learning Trust](#) website for more information about our Trust. For information about our HR and other policies e.g. Child Protection Policy, please look at [Prince Henry's Grammar School](#) website.

You will find in this booklet:

- Information about the post
- Information from the CEO
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Office.

The closing date for applications is Monday, 28 June 2021 at noon. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately and interviews will be held during the week commencing 5th July 2021.

Following the closing date, a recruitment panel will read the information provided and ensure it matches our person specification, shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a typing, written or data task, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The Trust is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure & Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

All schools in the Collaborative Learning Trust are non-smoking sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THIS POST

POST OF HUMAN RESOURCES DIRECTOR

The Human Resources Director for the Collaborative Learning Trust will be based within Prince Henry's Grammar School, but the location will be subject to change as the Trust grows.

It should be noted that this is a Collaborative Learning Trust Central Services role, but initially the role comprises two specific functions:

- Strategic leadership of HR strategy for the Trust
- Leadership and provision of HR support for Prince Henry's Grammar School (working with the consultancy service used by the Trust for HR support and legal advice)

In practice, this means that the post currently includes direct line management for one member of staff at Prince Henry's Grammar School, as well as a HR support role for relevant staff at Bramhope Primary School and Hunslet St Mary's CoE Primary Academy.

The postholder will work closely with members of the Senior Leadership Team, relevant administrative staff, and governors at all three Trust schools, as well as with other members of the Trust's central Operational Leadership Team. S/he will also be able to draw upon specialist support from our external HR consultancy service.

It is likely that staffing structures and responsibilities will evolve with the anticipated growth of the Trust in the near future. Where appropriate, this will include the opportunity for the HR Director to progress to the 'Director' pay scale as the role becomes focused on Trust wide HR leadership for more schools, rather than the dual role described above.

COLLABORATIVE LEARNING TRUST SCHOOLS

Prince Henry's Grammar School

Prince Henry's has a well-deserved reputation for high standards and excellence. It is a popular and highly successful non-selective secondary school in the town of Otley, with over 1,600 students, including around 320 in the sixth form. The extremely positive Ofsted Report confirms that the school is good with outstanding student behaviour and outstanding leadership and management.

Prince Henry's has been designated as a National Support School by the DfE, and gained Sponsor Academy status in September 2018 subsequently forming the Collaborative Learning Multi Academy Trust.

For more information about Prince Henry's Grammar School, please visit the school's website [here](#).

Bramhope Primary School

Bramhope Primary School, Leeds is an exceptional, oversubscribed school with a reputation for providing an all-round education for pupils. As a warm and welcoming school with 280 children it is an important part of the local Bramhope village community. In response to community need, a temporary bulge cohort of 20 additional Reception places was placed at the school for September

2020. Subsequently, provisional approval has been granted by the Executive Board of Leeds City Council for funding to deliver a permanent expansion at Bramhope Primary School.

For more information about Bramhope Primary School, please visit the school's website [here](#).

Hunslet St Mary's Primary Academy

St Mary's C of E Primary Academy is a voluntary aided primary in Hunslet, Leeds. As a popular, community focused school it aims to develop the potential of all children within a caring Christian community. The buildings have been extended in recent years in order to cater for growth in the school population, with the school now accommodating up to 315 pupils.

For more information about Hunslet St Mary's Primary Academy, please visit the school's website [here](#).

INFORMATION FROM THE CEO

Dear prospective applicant

Thank you for expressing an interest in the Human Resources Director vacancy at the Collaborative Learning Trust.

I am delighted to introduce you to the Collaborative Learning Trust. As a recently formed Multi-Academy Trust, founded on existing school partnerships in Yorkshire, we are proud of what we have achieved so far and excited about the future. The Collaborative Learning Trust places children at the very centre of everything that we do. We believe that the provision of key central services by the Trust enables individual schools to focus even more on providing an outstanding school experience for children and young people. Our vision for outstanding, inclusive, nursery to 19 education can only be achieved by building strong partnerships so that schools within Yorkshire are able to draw on the very best practice, wherever that may lie, and share expertise.

There is no doubt that working together in a formal partnership brings many benefits. At the same time, the Collaborative Learning Trust differs from many Trusts because we also recognise the importance of autonomy. Every school has its own context and challenges, so will need to respond to these specific needs, whilst working towards a shared vision, underpinned by shared values. This is why we have created a Trust that welcomes all schools from across our region. Our legal structure means that church and non-church schools can work together as part of our Trust. This means that all types of school will be able to benefit from our high quality central services, school improvement support and access to best practice. All types of school are able to maintain their individual identity. This is what makes the Collaborative Learning Trust so special.

Across the Trust a number of services and benefits have been developed including such things as annual flu vaccinations, access to Cycle to Work and Computer schemes, corporate gym membership, staff takeaway meal service through Prince Henry's Diner plus social events organised by school Staff Committees. There is also an opportunity for the children of staff to access the excellent education available at the Trust schools in line with their Admissions Policies.

I hope that after reading the information about our Trust and the vacancy you will want to submit an application. Please clearly describe your relevant knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for this post.

Yours faithfully



Ms Janet Sheriff OBE
CEO, Collaborative Learning Trust
Executive Headteacher, Prince Henry's Grammar School

JOB DESCRIPTION

HUMAN RESOURCES DIRECTOR FOR THE COLLABORATIVE LEARNING TRUST

Name:	
Subject:	Human Resource Strategy and Management
Allowances:	PO6 (Points 40-43)
Contract:	Permanent
Hours:	37 per week, term time only plus additional days (tbc) 8.00 am - 4.30 pm (4.00 pm on Friday)
Responsible to:	Headteacher (Prince Henry's) CEO (Collaborative Learning Trust)
Line Manage:	Administrative Officer Human Resources (at Prince Henry's)

Purpose of Role:

The primary focus of this role is to develop and lead the implementation of the Trust's HR strategy to support the Trust's vision. To achieve this vision all of the Trust schools need to be great places to work and learn. The post holder will therefore need to lead the Trust through the harmonisation and development of HR and people practices across our partner schools.

The post holder will work in partnership with all our schools, to ensure that all aspects of the Trust's HR and people practices are well managed, in line with statutory and regulatory requirements, including recruitment, professional development, employee relations and policy development.

The HR Director will work with all 3 schools in the Trust but provide specific support for Prince Henry's Grammar School. It is likely that this role will develop with the anticipated growth of the Trust. The high pay scale for the post has been set to reflect this growth.

The post has been advertised as 37 hours per week, term time only with some additional days throughout the year. There is some flexibility regarding the specific number of additional days, to suit the needs of the Trust and the post holder.

Specific Duties - Trust wide:

1. To create, lead and help to implement the HR strategy for the Trust, contributing at a strategic level to identify HR priorities and recommend how HR solutions can secure progress towards the vision for the Trust.
2. To work strategically with the CEO, senior leaders and governors across Trust schools to ensure HR policies and procedures are up to date in terms of best practice and legislative

changes. This will include leading on personnel due diligence and TUPE arrangements (with support from the Trust's external contracted legal and process HR advisors) in the case of additional schools joining the Trust.

3. To develop systems and processes to ensure effective, efficient and consistent HR management across the Trust (including the procurement and implementation of an appropriate Trust HR Information System).
4. To provide strategic support for the budgeting process related to HR across the Trust.
5. To provide strategic support for Trust schools to ensure that there is accurate maintenance of payroll and personnel records, in line with statutory, audit and data protection requirements.
6. To work with the Trust's human resources consultancy service to provide advice and support for the headteachers and HR staff in Trust schools - the HR Director will be the first point of contact for queries.
7. Oversee Performance Appraisal processes across the Trust, ensuring that there is appropriate staff training so that the process is robust and effective in each school.
8. To work with the support of the Trust's external contracted legal and process HR advisors (currently FusionHR) to manage HR issues, especially the resolution of complex or sensitive HR matters across the Trust.
9. To produce regular HR reports for the CEO and Trust Board and contribute to Local Governing Committees and Trust Board meetings as required, advising on HR issues and contributing to the wider development of the Trust.
10. To lead on personnel related health and safety across the Trust.
11. To lead on workforce equality and diversity across the Trust.
12. To lead by example, supporting a positive ethos and culture throughout the Trust, using HR strategy positively to drive performance.

Specific Duties - Prince Henry's:

1. To be the first point of contact for Prince Henry's staff HR queries, ensuring that HR records are accurate and complete on the school's system and on the external Payroll Service Provider's system, including leave of absence and sickness information (with support from the Administrative Officer HR)
2. To be responsible for ensuring Prince Henry's staff remuneration is accurately coded and paid, checking monthly payroll and querying any inaccuracies either in pay or in the coding of salaries.
3. To be responsible for the maintenance of the 3 year budget projection spreadsheet with regards to staffing information

4. To be the contact for HR with the external Payroll Service Provider and HR Services, HMRC office, West Yorkshire Pension Fund and Teachers' Pension Fund
5. To be responsible for monitoring sickness and leave of absence information, ensuring that there is appropriate support and challenge (with support from the Administrative Officer HR)
6. To be responsible for Criminal Vetting procedures for both new and existing members of staff at Prince Henry's, ensuring information is kept up to date on the Single Central Record in line with Ofsted requirements (with support from the Administrative Officer HR)
7. To manage the staff recruitment process, ensuring that job descriptions and person specifications are analysed, evaluated and written in line with school requirements (with support from the Administrative Officer HR)
8. To manage staff induction arrangements for new staff as well as the staff leavers' process (with support from the Administrative Officer HR)
9. To be responsible for the line management, performance appraisal and training of the Administrative Officer HR
10. To be responsible for the administration of Performance Appraisal (using the Bluesky system), working with the relevant member of the senior leadership team to ensure that training records are maintained accurately
11. To assist with the completion and return of statutory returns e.g 618G, P11d, Workforce Census etc

Generic responsibilities:

1. To set a good example to all staff and students in their presentation and their personal conduct.
2. To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person.
3. To be aware of and comply with the code of conduct, regulations and policies of the Trust.
4. To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the Trust complies with its requirements.
5. To contribute to the ethos, aims and objectives of the Trust including the Trust's commitment to safeguarding and promoting the welfare of children and young people.
6. To appreciate and support the role of other professionals.
7. To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times

8. To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school/Trust
9. To recognise own strengths and areas of expertise and use these to advise and support others
10. To participate in the Trust's Performance Appraisal process and seek to develop further skills through professional development opportunities.
11. To attend and participate in regular meetings, training, including whole school training events, and other learning activities as required
12. To carry out any other duties commensurate with the grade of the post, as directed by the CEO

The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

VARIATION IN ROLE

Given the nature of the role and the educational environment, it must be accepted that, as the Trust develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

PERSON SPECIFICATION

TITLE OF POST		HUMAN RESOURCES DIRECTOR	
AREA		Human Resource Strategy and Management	
SPECIFICATION PREPARED BY		SFJ	
DATE		June 2021	
Skills & Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to develop and sustain good working relationships with colleagues, Governors, external stakeholders, within a complex structure	E	Application and Selection process
2.	Excellent interpersonal and communication skills	E	
3.	Ability to manage time effectively, multitask and complete tasks / projects on time	E	
4.	Exceptional leadership skills and ability to motivate and inspire colleagues	E	
5.	Proven capacity to work innovatively, both independently and as part of a team	E	
6.	Ability to lead teams and prioritise the work of others	E	
7.	Ability to think and act strategically, and to drive and lead change	E	
8.	Innovative and creative approach to developing solutions	E	
9.	Tenacity, flexibility and the ability to work under pressure	E	
10.	Ability to organise and develop effective systems	E	
11.	Excellent literacy and numeracy skills	E	
12.	Excellent ICT skills	E	
13.	Ability to write reports, letters, documents etc in a focused and highly professional manner	E	
14.	Strong project management skills	E	
15.	Ability to develop and lead junior HR staff	E	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Personnel related health & safety regulations including risk assessment, and how they apply in a school environment	E	Application and Selection process
2.	HR strategy and practice, including robust knowledge of employment law and best practice management of complex employee relations cases	E	
3.	Knowledge of how to maximise technological HR solutions	E	
Experience		Essential/ Desirable (E/D)	How identified
1.	Experience of leading the HR function of a mid-sized organisation	E	Application and Selection process
2.	Proven track record of managing others effectively	E	
3.	Proven track record of driving improvement	E	
5.	Experience of successful project management and leading change	E	
6.	Experience of working in an educational setting	D	
7.	Experience of working across multiple sites	D	
8.	Experience of managing TUPE transfers	D	
9.	Experience of working within a unionised environment	D	

Qualifications & Training		Essential/ Desirable (E/D)	How identified
1.	GCSE English & mathematics Grade A*-C or equivalent	E	Application and Selection process
2.	CIPD Level 5 or equivalent professional qualification or appropriate work experience	E	
5.	Evidence of recent relevant professional training	D	
Other Requirements		Essential/ Desirable (E/D)	How identified
1.	Ability and desire to learn new skills and to take part in further training	E	Application and Selection process
2.	Professional demeanour and appearance with the ability to maintain confidentiality	E	
3.	Trust and integrity	E	
4.	Confidentiality and discretion	E	
5.	Prepared to work flexibly to meet the best interests of the school. This will include some travel between schools and may include some evening meetings	E	
6.	Commitment to upholding the Trust's aims, procedures and policies	E	
7.	Commitment to continued professional development	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work in an environment with children and young people	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff, and the action to take if necessary	E	
Circumstances - Personal		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	Driving is a feature of this post – should have a clean licence and appropriately insured (e.g. business use)	E	
3.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
4.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

References

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees. If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required. Safer Recruitment procedures require that we contact at least one referee before interview.

Employment History

Please list previous appointments in sequence, current or most recent first. Please include your grade/amount of salary in the Position Title e.g. Teaching Assistant B1 £12000. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

Education History

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and all GCSEs together in one box along with the grades obtained.

Other Courses or Professional Development

Please include any professional development that may be relevant including dates and grades obtained.

Information to address the Person Specification

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

