



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **REGIONAL RESOURCING PARTNER**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

To support the development and delivery of resourcing strategies and lead on the development of recruitment plans for designated schools within the region.

##### **JOB SUMMARY**

1. Support the delivery of the trust's direct talent sourcing strategy.
2. Attract and pro-actively source candidates within the region by attending careers events, delivering employability sessions, using job boards, CV mining and posting on social media.
3. Identify and proactively manage external talent, developing talent pools and communities, to facilitate a pipeline of talent for future resourcing needs and opportunities.
4. Utilise management information to target and maximise the impact of resourcing activities.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Talent Strategy and Research**

- 1.1 Support the development and promotion of Star Academies Employer Value Proposition to ensure that our employer profile is raised, remains relevant, compelling and is complementary to our corporate brand, acting as a key driver of talent attraction, engagement and retention within the region.
- 1.2 Support the development of innovative talent strategies that address the diverse needs of our organisation and our people.
- 1.3 Stay informed about emerging local and national labour market trends, technologies, and best practices within the sector.
- 1.4 Keep up to date with sector organisations to understand their recruitment strategies, salary structures, and employee value propositions.
- 1.5 Keep abreast of recruitment legislation and case law, ensuring that Star's recruitment activity meets statutory requirements and adheres to best practice.

###### **2 Talent Planning**

- 2.1 Using workforce planning data, work with school senior leaders and HR colleagues to understand key resource requirements and ensure the delivery of resourcing strategies that meet both current and future organisational needs.

- 2.2 Work with designated schools within the region to develop bespoke recruitment plan and campaigns.

### **3 Talent Sourcing**

- 3.1 Utilise advanced search techniques on various online platforms, social media and LinkedIn to discover passive candidates in the local and national market.
- 3.2 Actively participate in professional networking events, webinars, careers fairs and employability programmes to establish and strengthen connections within the education community.
- 3.3 Build relationships with initial teacher training providers and universities, including the National Institute of Teaching.
- 3.4 Organise local/regional recruitment open days to promote opportunities at Star Academies.
- 3.5 Maximise the use of national and local jobs boards to increase reach.
- 3.6 Continuously build and expand a trust network of high-potential candidates, creating a robust talent pipeline for future hiring needs.
- 3.7 Support the delivery of internal talent strategies, including the trust's employee referral programme (Star Search), talent intelligence platform and the trust database of current trainee teachers (Star Match).

### **4 Talent Screening and Management**

- 4.1 Utilise the trust's applicant tracking system to create, maintain and manage candidate talent pools.
- 4.2 Conduct initial assessments of candidate suitability through phone and email communication to understand candidate career aspirations and to ensure alignment with the mission, vision and values of the trust.
- 4.3 Foster strong relationships that build trust and credibility and enhance the likelihood of successful placements.
- 4.4 Maintain regular and personalised communication with candidates, providing updates on vacancies, application status and relevant industry insights.
- 4.5 Craft personalised messages to engage with potential candidates, highlighting relevant opportunities and the value proposition of working with the company.
- 4.6 Act as an advocate for candidates, ensuring a positive and respectful experience throughout the recruitment process.

### **5 Talent Assessment and Selection**

- 5.1 Provide guidance and support to hiring managers and recruitment administrators; building their confidence and capability in their role, knowledge of Star recruitment and selection processes and objective decision making.
- 5.2 Ensure intelligence about unsuccessful, but appointable, candidates is shared within the trust and maintained within the trust talent pools.

### **6 Talent Data**

- 6.1 Support the development, evaluation and analysis of recruitment metrics to demonstrate effectiveness and value and to ensure continual refinement of the trust talent acquisition strategies.

6.2 Support the preparation of reports to senior management on talent acquisition activities and outcomes.

## **7 Other Responsibilities**

7.1 Occasionally provide administrative support to schools with respect to their resourcing activity.

7.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

7.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

7.4 Contribute to the wider life of the Trust and the Star community.

7.5 Carry out any such duties as may be reasonably required by the Trust.

## **8 Records Management**

8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	A degree level qualification or substantive demonstrable experience in a relevant role.	E	✓	
2.	Evidence of Continuing Professional Development.	D	✓	
<b>EXPERIENCE</b>				
3.	Have demonstrable experience of resourcing within a high-volume resourcing function or in an agency setting.	E	✓	✓
4.	Experience of resourcing within the schools sector.	D	✓	✓
5.	Experience of building strong relationships with stakeholders at all levels and delivering exceptional customer service.	E	✓	✓
6.	Experience of using Management Information Systems.	E	✓	✓
7.	Have working knowledge of the full in-house resourcing cycle.	D	✓	✓
8.	Have experience of undertaking targeted searches on ATS platforms and LinkedIn.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Have well developed IT skills, with the ability to use a range of resourcing-related software.	E	✓	✓
10.	Have excellent communication skills, both written and verbal.	E	✓	✓
11.	Demonstrate networking and research in keeping abreast with employment and educational trends.	E	✓	✓
12.	Knowledge of apprenticeships and other routes into employment.	D	✓	✓
13.	Evidence of supporting the development of systems to track and monitor performance.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
14.	Evidence of analytical skills to identify performance issues in operational processes and design/implement solutions.	D	✓	✓
15.	Evidence of drive and resilience to achieve objectives and to continuously improve.	E	✓	✓
16.	Evidence of collaborative working and positive contributions as a team member.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
17.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
22.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
23.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓