



Exmouth  
Community  
College  
Academy Trust

**Job Pack**

# **Team Leader (People)**

Permanent  
NJC Grade E (SCP 16 to 22)

**Closing Date:** 7<sup>th</sup> October 2024 at 10.00am

**Interview Date:** Week commencing 14<sup>th</sup> October 2024

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

[www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

# Job Description

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Team Leader (People)  |
| <b>Contract Type:</b>      | Permanent   |
| <b>Start Date:</b>         | ASAP  |
| <b>Grade:</b>              | NJC Grade E (SCP 16 to 22)  |
| <b>Salary:</b>             | £28,282* – full-time starting salary per annum<br>Annual progression to top of the Grade E (£31,364* full-time salary per annum)<br><i>*Pending NJC Pay Award</i> |
| <b>Hours:</b>              | Flexibility as to the working hours and weeks<br>Please see the below for further information   |
| <b>Reporting to:</b>       | Designated Member of SLT  |
| <b>Responsibility for:</b> | Line management of HR / Cover Team (currently 3 staff members)  |

## Purpose of the Job

Exmouth Community College's mission is to provide a well-structured, enjoyable and positive approach to learning that rewards student success and allows for individual aptitudes to flourish. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. Our team contributes to our mission by creating the conditions and opportunities to allow staff and the College to deliver consistently great teaching and learning to our students.

We have approximately 285 employees creating a busy and varied workload. This role provides an excellent opportunity to work as part of a valued HR team within a large educational organisation. This is also an exciting time as we transition into a Multi Academy Trust and you will be instrumental in supporting and embedding our new processes and procedures. We are currently looking to appoint an exceptional Team Leader to ensure that the department offers an outstanding, timely and innovative service. You will lead, support and motivate our team and work closely with our senior leaders to ensure the best outcomes for our whole college community. You will have an opportunity to work collaboratively with other colleagues across the Multi Academy Trust to share best practice. This is an exciting opportunity for an individual who can demonstrate team leadership skills either within an HR background or another business support function.

The standard working pattern for non-student facing support staff is Monday to Thursday 8am – 4pm and Friday 8am – 3.30pm (including a daily 30 minute unpaid break) and we are looking for something in the range of 3 – 5 days per week 42 weeks per year. We can offer flexibility and are open to working hours and pattern suggestions from the successful candidate. Please state your preferred working days and hours within the Supporting Statement section of your application.

If you think you could make a positive contribution and effectively lead our successful team, then we would be very interested to hear from you.

# Key Responsibilities

## Team Leader

- Day to day management of the HR Team and overseeing all aspects of the work undertaken, including daily relief timetable, sickness absence management, recruitment, induction and probation
- Providing direction to the HR Team to motivate and support them to achieve team and personal appraisal objectives
- Giving professional support and guidance to staff and immediate constructive feedback to the team to improve performance and service delivery
- Leading weekly team meetings
- Maintaining the HR budgets
- Ensuring Data Protection policies are adhered to
- Planning work patterns across the year, to include holiday cover within the team
- Undertaking recruitment, training and inductions for the team where necessary

## Responsibility for the delivery of an outstanding HR service

- Having an appropriate awareness and understanding of all College policies, procedures, practices and relevant standards/legislation and ensuring effective implementation and compliance with these
- Providing consistent support and guidance to all staff on general HR issues and informal processes
- Challenging practice which is not in line with sound HR principles and working with line managers to identify and implement alternatives
- Seeking out pragmatic solutions and making recommendations to solve any issues
- Ensuring safer recruitment requirements are met
- Monitoring fixed-term contracts and temporary posts/allowances/contract changes
- Producing information for weekly staffing meeting with Senior Leadership team, recording the notes and actions from the meeting, undertaking actions and passing on actions where relevant to HR Team in weekly meeting
- Monitoring HR processes to ensure that time restrictions/deadlines are met
- Maintaining the relationship of our outsourced HR (case work, contractual paperwork and pre-employment checks) and Payroll Service on a day to day basis, ensuring information is forwarded to them in a timely manner and is accurate
- Providing consistent advice on flexible working requests. Managing communication through the process and preparing the relevant forms and documentation
- Assisting with the review and updating of College policies in line with relevant legislation
- Effectively liaising, as required, with colleagues in the central HR Team within the trust
- Undertaking annual School Workforce Census and other statutory returns
- Assisting with the ongoing Appraisal programme
- Maintaining the accuracy of confidential staff records and ensuring that staff records are stored appropriately
- Ensuring confidentiality at all times
- Developing all of the above to continually improve the HR function

## General

- Other business support functions as directed both in College and across the trust
- Providing an excellent customer service to both internal and external 'customers' when using any communication media including telephone, email and face to face
- Taking detailed notes/minutes during informal and formal meetings
- Maintaining internal HR related staff communications
- Providing up to date information and statistics to SLT, Governors, HoD, Team Leaders, TLR holders and others as and when required
- Deputising for colleagues as necessary
- Other duties commensurate with the grading of the post, as may be required. The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder

# Working Conditions

Normal office environment

## **Physical Demands**

Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

## **Additional Criteria**

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

# Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

| Attributes   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| A Levels / Level 3 qualification or equivalent training / experience   | ✓         |           |
| Degree in relevant subject (or equivalent evidence of a consistent pattern of learning from education, training and experience)                              |           | ✓         |
| Human Resources qualification or other relevant experience   |           | ✓         |
| Evidence of relevant Continuing Professional Development   | ✓         |           |
| <b>Experience</b>  |           |           |
| Experience of working effectively within a HR setting or a business support function   |           | ✓         |
| Knowledge and understanding of HR issues and employment law (training will be provided)  |           | ✓         |
| Successful line management experience, demonstrating competence in leading and managing the work of teams and undertaking the performance management process |           | ✓         |
| Working effectively within a school environment  |           | ✓         |
| <b>Skills and Knowledge</b>  |           |           |
| Ability to adopt a variety of leadership and management styles   | ✓         |           |
| Proven leadership ability, demonstrating capability in leading and managing the work of teams  |           | ✓         |
| Knowledge of HR procedures and practices (training will be provided)   |           | ✓         |
| Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure   | ✓         |           |
| Ability to take responsibility, use initiative, work independently and demonstrate a proactive approach  | ✓         |           |
| Ability to work actively, productively and flexibly as part of a team  | ✓         |           |
| Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner                             | ✓         |           |
| Good research and resourcing skills  | ✓         |           |
| Confident user of ICT, including Microsoft Office packages   | ✓         |           |
| Good numeracy/literacy skills  | ✓         |           |
| Awareness of data protection and confidentiality   | ✓         |           |
| Use of SIMs or Bromcom (training will be provided)   |           | ✓         |
| <b>Personal Qualities</b>  |           |           |
| Ability to inspire, support and energise others to achieve a common purpose  | ✓         |           |
| Commitment to high standards   | ✓         |           |
| Methodical and structured approach   | ✓         |           |
| Ability to relate well to children, young people and adults  | ✓         |           |
| Proactively generates positive working relationships   | ✓         |           |
| Adaptable, flexible and creative   | ✓         |           |
| Enthusiastic and motivated   | ✓         |           |
| Problem solver, analytical and strategic thinker   | ✓         |           |
| Discreet, confidential and professional manner   | ✓         |           |