

#### Job Description

JOB TITLE	HR Partner
JOB FAMILY	Thinking Personnel
PHASE	Central
SALARY	Pay Group 6
REPORTING TO	Head of HR (Deputy People Director)
RESPONSIBLE FOR	HR Officer/Senior HR Officer

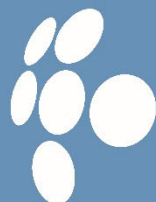
#### Job Purpose

1. Reporting directly to the Head of HR you will be a member of the HR team for the Trust and be responsible for supporting schools within your region.
2. You will provide a focused HR service with is both strategic and operational, supporting schools to achieve and exceed their targets.
3. Partnering with school senior leadership teams and HR to positively participate in the process of delivering TSAT strategy and key objectives. You will proactively manage and influence key partners, and stakeholders to implement and execute appropriate HR interventions to deliver Trust objectives.

#### Duties and Responsibilities

##### People Strategy

- Delivering key HR initiatives across the hub, including workforce planning, restructuring, resourcing, talent management, pay and reward, employee engagement and professional growth.
- Work closely with line managers and school leaders to align HR processes with Trust objectives, addressing challenges and concerns.
- Successfully translating the people strategy into actionable plans, with a key emphasis on equity, diversity, inclusion, and wellbeing.
- Develop a deep understanding of the schools in their area and their goals and develop people plans that support the delivery of these goals.
- Drive short-, medium- and long-term resource planning to ensure people capability is available. Work in partnership with HBOs teams to deliver these plans.
- Embed a professional Growth culture and effective check in process across schools.
- Facilitate effective talent reviews that identify employees with high potential and build meaningful succession plans that inform decision making.
- To support the development, implementation and enhancement of HR policies that align with the People Strategy.



### Employee Relations

- Advise on employment practices, pay and conditions of service, legal and best practice regarding employment law and statutory requirements. Advising and leading a wide range of HR issues, including discipline, capability, absence, and grievance, together with attendance at meetings and hearings.
- Deliver quality and timely advice to managers and staff on Employee Relations issues, employment legislation, and best practices as needed.
- Provide an expert professional point of contact for school leadership teams on matters relating to people policies, practices, and principles, offering advice, guidance, support, and information as required.
- Lead on key change projects for schools – e.g. restructuring, TUPE, working practices.
- Establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.

### Talent Management

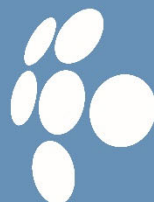
- Supporting leadership teams in establishing clear succession plans for all key roles within the school and developing long-term tactical and personal development plans to achieve these goals.
- Deploy talent and performance management practices at school level whilst providing the necessary support, guidance, and calibration.
- Supporting the resourcing plan for your areas.

### Coaching and CPD

- Providing appropriate coaching and challenge to the school senior leadership teams to ensure their decisions balance the TSAT, compliance and people needs.
- Design and delivery of HR training interventions for school Leaders.
- Design and deliver HR training to meet the needs of the HR team and stakeholders managing and supporting the HR function.
- Lead, inspire, coach and work in collaboration with the wider HR team, to successfully deliver an exceptional HR service.
- Providing strategic HR advice to Senior Leaders, coach senior leaders, and challenge where necessary, to enable highly effective change leadership and to create a compelling people proposition.

### Stakeholder engagement

- Strong collaboration and communication, effectively interacting with school Leaders within you Hub.
- Building relationships and collaborating with leaders, managers, and other key stakeholders within your Hub to ensure HR strategies align with Trust objectives.



- Establishing sustainable and influential working relationships, collaborating with key stakeholders within your Hub bringing the right balance of challenge and support to ensure progress on key issues.

#### **Data and Reporting**

- Take ownership of HR data for your Hub, ensuring the highest standards in data quality, metrics, and analysis. Deliver these within the required timeframes and provide actionable insights to inform decisions.
- Identify effective solutions to meet specific TSAT and people-based objectives through the planning and scoping of people-based initiatives, interventions and projects whilst utilising management information to reduce absenteeism and turnover, improve performance management and talent management.
- Attend meetings including RGB's/FSC and other key Trust meetings as required.

#### **Unions**

- Developing and maintaining good relations with the recognised trade unions - Lead on school and hub union meetings to ensure they are taking place and being engaged with in a proactive manner.

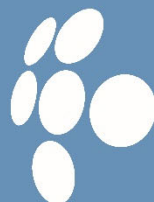
#### **Service Delivery**

- Scope and challenge practices and processes to continuously improve the HR/People service to ensure it adds value.
- Engaging and partnering with the wider HR team to ensure that your area is aligned and continuously adding value to the objectives of TSAT.
- Delivery of HR school KPIs and HR Service Level agreements.
- To provide HR consultancy service to external customers.
- Increasing income generation within the SLA framework, whilst actively seeking collaboration opportunities.

#### **Management**

- Ensure resources are deployed effectively to support Schools as required.
- Manage and develop any direct HR reports to ensure they are motivated and able to meet standards and targets.
- Actively identify training needs as appropriate to ensure the achievement of individual, team and service goals.
- Encourage the development of individuals including objective setting, monitoring performance and conducting appraisals in line with their professional growth objectives.

#### **General**



- Be an Equality, Diversity & Inclusion (EDI) Champion, ensuring consideration is given to EDI in all areas of work.
- Be a Wellbeing Champion, ensuring consideration is given to Mental and Wellbeing in all areas of work.

#### Generic Duties relevant to all members of Staff

Within the Trust, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims.

##### Safeguarding

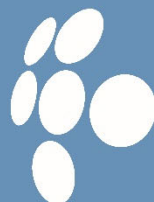
- The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

##### Health and Safety

- Employees are required to work in compliance with the Trust’s Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

##### Data Protection

- The Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. The Trust requires all staff to complete



data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

#### **Sustainability**

- The Trust is committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.
- The Trust also encourages employees to make sustainable decisions to support our aim to improve sustainability.

#### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

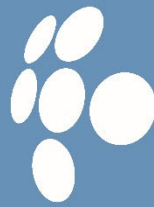
#### **Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.
- Actively participate in the Trust Professional Growth cycle.

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.

The post holder will be required to comply with organisation's policies and procedures.



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.

I understand and agree to the job description of a HR Partner.

Name:

Signed:

Date: