



# Candidate Briefing Pack

## Head of HR



[www.thatrust.org.uk/careers](http://www.thatrust.org.uk/careers)

# Welcome to The Howard Academy Trust

Thank you for showing an interest in working for The Howard Academy Trust. As a Trust, we currently comprise of two secondary and four primary academies based in Medway, Kent. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to work together to build a community of successful learners. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

Our people are our greatest resource, and we want to ensure that our staff have the best environment and conditions to be able to do their work. Part of our strategic plan focuses on retaining, recruiting, developing and rewarding an excellent workforce.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

I look forward to receiving your application and would welcome any informal discussions in relation to the role or working within our Trust.

*Owen McColgan*  
Chief Executive





## *Working together to build a community of successful learners*

### Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



### Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.





# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



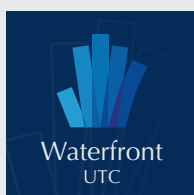
**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
468 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
250 Pupils on Roll  
Located in Gillingham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent

Further information about our academies can be found at [www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone. This money will then appear in your bank account within minutes.
- Subsidised Private Healthcare.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD, PPA, departmental training, and wellbeing afternoons.
- Trust-wide training events and Trust Day events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions.



## Wellbeing

- Full Time support staff receive 27 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens for breakfast items and a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*



# Job Description

Job Title:	Head of HR
Location	Trust Central Team
Department:	Human Resources and Payroll
Remuneration:	£50,000 - £60,000 per annum
Reporting to:	Director of Finance and Operations

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Head of HR and Payroll as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Director of Finance and Operations. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

## Key responsibilities:

To shape, lead and manage the HR and payroll function across the MAT, with support and oversight from the Director of Finance and Operations. Ensuring legal compliance and a forward thinking HR and payroll function.

To be responsible for delivering our strategic priority of “Champion our THAT people Strategy to retain, recruit, develop and reward an excellent workforce”

## General

### HR and Payroll

- Ensure legally robust, compliant and forward-thinking HR policies and procedures are in place and adhered to
- Be responsible for the effective and efficient, cohesive management of all people management processes
- Ensure the operation of an effective, efficient and economic HR and payroll function
- Ensure relevant legislation and educational employment and equality law and knowledge is kept current and complied with across the Trust
- Lead the annual performance management process, ensuring Trust wide participation and a developmental process being applied consistently throughout the organisation.
- Lead on HR aspects of the Single Central Record
- Ensure high quality inductions are implemented and completed by schools for all staff across the Trust, meeting statutory and Trust guidance
- Lead/ oversee HR casework, including disciplinary and grievance procedures, including investigations.
- Run and ensure an accurate, timely completion of payroll each month, in compliance with all legislation and system requirements
- Contribute to Board reports
- Support academies with all aspects of recruitment
- In partnership with the Trust data manager ensure absence reports are run and that the absence policy is utilised where necessary and proactive strategies are in place and developed to reduce absence
- Ensure Trust wide compliance with “Safer Recruitment”
- Administering the UKVI sponsor license for the Trust. By processing applications in line with legal requirements, keeping up to date accurate records and files of all Trust Employees on visas
- Implement and lead the Trust talent and succession planning strategy
- Be the key point of contact for school SLT teams and unions for all People issues
- Oversee and complete statutory returns in relation to HR, liaising with external providers as and when required
- Be a member and key contributor to groups such as the Trust EDI Forum, contributing to our forward thinking inclusion strategy
- Lead on wellbeing across the Trust, to ensure we continuously enhance our offering to staff
- Deal with complex disciplinary/grievance and HR issues, using HR and company knowledge evidencing appropriate decision making skills.
- Ensure embedment of the Trust wellbeing programme, including the newly launched private healthcare offering

### Administration

- Complete relevant HR and payroll documentation
- To use IT equipment and software packages (Outlook Express, Word, Excel) to assist in delivery and management of site services and develop its provision



## Management

- This post has direct line management of the HR team, currently consisting of HR Officer and HR Apprentice. There is also a HR advice support SLA in place. The team will grow and develop as the Trust grows.
- This post is part of the central services management team comprised of: Director of Finance and Operations, Head of Estates and Head of HR.

## Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

# Person Specification

**Post:** Head of HR

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• A-C Grades in Maths &amp; English GCSE or equivalent</li> <li>• CIPD Level 5 qualification</li> <li>• Record of continuous HR related CPD</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD Level 7</li> <li>• Educated to degree level or equivalent in areas such as employment law, organisational development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least two years of being in at senior HR position of at least Business Partner level, managing at least two people</li> <li>• Experience of payroll functions</li> <li>• Be an expert user of a HR and Payroll system</li> <li>• Experience of leading change management, including TUPE, reorganisation and redundancy</li> <li>• Experience of HR recruitment and selection procedures.</li> <li>• Experience of managing absence and other complex employment relations issues such as employee payroll.</li> <li>• Experience of advising and managing staff on a variety of HR issues such as salary and absence.</li> <li>• Experience of leading staff training and development.</li> <li>• Experience of drafting complex letters, reports and advisory notes</li> <li>• Proven experience of managing multiple projects and working to tight deadlines.</li> <li>• Experience of working with Disclosure and Barring Service/safeguarding protocols.</li> <li>• Full clean Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Excellent knowledge of statutory regulations, including employment law and guidance relating to the post</li> <li>• Organise, plan and lead projects and change initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies.</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how</li> </ul>

<ul style="list-style-type: none"> <li>• Handle sensitive issues confidentially and demonstrate strong interpersonal skills</li> <li>• Analyse data to evaluate performance and plan an appropriate course of action for organisational improvement</li> <li>• Lead and manage to successfully achieve agreed goals</li> <li>• Be an effective team member that works collaboratively and effectively with others</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution</li> <li>• Ability to work alone as well as lead a team</li> <li>• To undertake any training relevant to the role</li> </ul>	<p>these impacts on morale, high expectation, and high standards.</p>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Excellent communication including verbal and written skills</li> <li>• Competent with IT and other software packages such as Word, Excel and Powerpoint</li> <li>• Good organisational skills</li> <li>• Good time keeping skills</li> <li>• High expectations of self and high professional standards</li> <li>• The ability to handle a demanding workload and prioritise</li> <li>• A high level of accuracy and attention to detail</li> <li>• The ability to use initiative and be proactive</li> <li>• Personable</li> <li>• Excellent communication including verbal and written skills</li> <li>• A high level of integrity, confidentiality and discretion.</li> <li>• Excellent planning skills and the ability to take control of situations</li> <li>• Understands the importance of confidentiality and discretion.</li> <li>• Desire to undertake professional development within the role</li> </ul>	



# Application Process

## Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Applicants should apply via our online application process via [TES.com](https://www.tes.com).

## Important Information for Applicants

Closing Date: Wednesday 13<sup>th</sup> July 2022

Interviews: TBC

## Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process. After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

We hope you find the information in this pack useful. Should you have any further queries or concerns, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email [hr@thatrust.org.uk](mailto:hr@thatrust.org.uk).