



Marches Academy Trust

Director of HR - People and Culture
Recruitment Pack
September 2023



marchesacademytrust.co.uk |



SY11 2AR |



@MarchesAcademyTrust

Who we are

Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Come and lead our friendly HR Team providing our family of schools with a high-quality HR and payroll service for approximately 900 employees and growing.

We are open to applicants from varying organisations and businesses and those working in education backgrounds. We need someone with the experience to support our People First Strategy and achieve our strategic vision for being the employer of choice.

Interested? Here's how to apply:

- [Complete the online application](#)

The closing date for applications is **Wednesday 27th September.**

**Shortlisting: Thursday 28th September,
Interviews: Friday 6th October.**

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.



Job description

We offer:

- A supportive environment with an experienced team where you will be invested in and valued.
- A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust.
- A varied day with different experiences and challenges.
- 25 days annual leave plus bank holidays and a Christmas concessionary day.
- Access to Local Government Pension Defined Benefit Scheme to which we contribute 17.2% of your salary.
- Trust wellbeing package.
- Corporate membership deduction at local leisure centre.

Post title: Director of HR - People and Culture

Salary: D1-D4 (£57,654 - £62,999)

Hours of work:

8.00am – 4.00pm Monday – Thursday,

8.00am – 3.30pm Friday

37 hours per week, Full time (52 weeks)

Post status: Permanent.

Purpose:

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

The Director of HR - People and Culture will be a driven experienced and leading professional who has a strategic focus to join a successful and growing multi academy trust - providing solution led leadership.

The Director of HR - People and Culture will work closely with third parties and stakeholders in promoting the Trust. Seeking opportunities to drive the Trust's growth, reputation, and overall success.

Any questions in regard to the role can be raised via the below email ahead of the closing date:

trusthr@mmat.co.uk



Responsible to:

Executive Director of People and Development.

Main activities to the particular duties:

To work with the CEO and other senior leaders in implementing our People First Strategy and in achieving our strategic vision. To create and maintain a HR scheme of work aligned to Trust priorities to lead and/or support on the strategic development of all aspects of Human Resource Management for the Trust. The postholder will work closely with the Trust Executive leaders to ensure HR strategy, policy and practice is operationally effective and legislatively compliant and consistently applied across all parts of the Trust. As a HR generalist, the postholder will be responsible for agreeing a programme to develop HR Management Information and reporting systems to provide key performance indicators and create plans to ensure the Trust remains employer of choice within its community.

Duties:

- Leadership of the Trust's central HR team, ensuring that there are clear lines of accountability and that there is effective line management, giving high level advice when needed.
- Support the Equality, Diversity, Inclusion and Belonging strategy, and to be an ambassador for its intent and purpose.
- Work with the Executive Director of People and Development in collating data that tracks the talent pathway across the Trust, and its schools - supporting and reporting on opportunities for growth and promotion.
- Generate and report monthly KPIs to both support the CEO with the Trust strategic direction and individual school leaders with their workforce plans. Attend Trustee meetings when required to report back and provide strategic interpretation and plans for improvement and development.

- Take a lead on the annual third-party statutory reporting to include (but not restricted to); work force census, gender pay gap, facility time reporting.
- Manage the recruitment processes for Trust vacancies, in consultation with the CEO and other key leaders. Ensure that our recruitment practices embrace our commitment to diversity and exemplifies what our Trust offers as the employer of choice.
- Manage offboarding of staff, including exit interviews; analyse data to surface potential staff concerns; make recommendations to the Executive Team for continuous improvement.
- Lead on employee engagement initiatives and staff wellbeing including planned staff surveys and support with the action plans arising from them.
- Have oversight that all the Trust's HR policies and procedures are up to date and reflect the ethos and culture of the organisation.
- Oversee the annual appraisal and pay review process, ensuring that policies are applied fairly. Support with salary benchmarking where needed and ensure consistency across all our schools and Trust staff.
- Develop a strong and positive working relationship with recognised Unions to promote a culture of healthy employee relations.
- Ensure a robust staff induction and onboarding process is in place across all schools and to quality assure the process. This includes the transfer and conversion of schools into the Trust.
- Support TUPE process to include transfer both into and out of the Trust and any required actions and administration pre and post transfer.

- Support any outsourced and contracted services relevant to the HR function, ensuring that they are compliant with legislation and that they offer value for money.
- Provide detailed training and CPD plans for Trust Shared Services staff.
- Act as a confidential critical friend and advisor to senior leaders in the Trust, including the CEO. This may involve personally handling high level and complex casework.
- Explore and support the HR team with confidential casework management.
- Represent HR at Shared Services and Executive or Trustee meetings when required.
- Quality Assurance of the single central records for all Trust schools.

Strategic Responsibilities:

- People First – to ensure we become the employer and Trust of choice.
- Belonging – a centrally embedded culture which is consistent across the Trust.
- Sustainability – recruitment and retention of staff ensuring we are growing our own.
- Lead on implementation of the HR development plan.

Developing self and leading others:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and HR team.
- Contribute to effective staff induction and professional development.
- Manage own workload, providing support where necessary and delegating where appropriate.
- Ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Objectives and outcomes

- To be agreed with the successful post-holder once appointed.

Other:

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the CEO and Executive Director of People and Development. This job description is not exhaustive and does not form part of the contract of employment. It describes the key duties that the post holder is expected to perform.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree level (or equivalent) qualification.• Fully qualified (L7) CIPD member, with evidence of continuous professional development.	
Experience and knowledge	<ul style="list-style-type: none">• Excellent interpersonal skills.• Significant experience of working as an HR Manager / Director or Business Partner. This breadth of experience should include resourcing, employee engagement, workforce planning, casework, pay and reward and policy development.• A sound knowledge of employment legislation and case law, including TUPE legislation and preparing cases for Employment Tribunals.• The ability to understand and analyse HR data to support senior leaders in managing HR issues and respond with appropriate strategic planning as a result.• Experience of strategic planning at a senior level.• Experience of working in a HR environment within an educational setting or corporate background of a similar size.• Ability to implement, explain, and apply relevant policies, procedures, laws, and regulations	<ul style="list-style-type: none">• Experience of leading Equality, Diversity and Inclusion initiatives in an organisation and evidence of its impact

Person specification

	Essential	Desirable
Abilities and skills	<ul style="list-style-type: none">• A skilled, influential and confident professional, with the ability to work collaboratively with senior leaders in their decision making and their approach to people management.• Willingness to participate in training and development opportunities.• Strong project management skills; ability to effectively plan, implement and manage HR information systems, programs and functions• A creative, lateral thinker with the ability to recognise problems and use a solution focused approach to get positive outcomes.	
Other	<ul style="list-style-type: none">• A great communicator, verbally and in writing. A good listener, able to understand tasks and apply their own way of working to them.• Able to remain calm under pressure and demonstrate sound judgement.• Highly relational and able to build strong connections and relationships across the Trust.• Has the ability to work collaboratively and creatively with others.	

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement. We are therefore seeking to appoint a Director of HR - People and Culture with the desire to drive efficiencies across our Trust.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are , innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of our professional learning work through the Alliance of Leading Learning. We provide a wide range of professional development opportunities internally and externally.

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School in Shifnal

Sarah Finch

CEO

The Marches Academy Trust



Meet our Chair of Trustees



Thank you for your interest in our Director of HR - People and Culture vacancy.

The Trust is looking to appoint an enthusiastic and dynamic individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We have an amazing team of teachers and staff that are dedicated to creating amazing places for students to learn whilst instilling a love of learning and life, the drive to achieve, to develop a sense of responsibility, combined with honesty and respect.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Alex Fry
Chair of Trustees

Our Trust vision statement and values

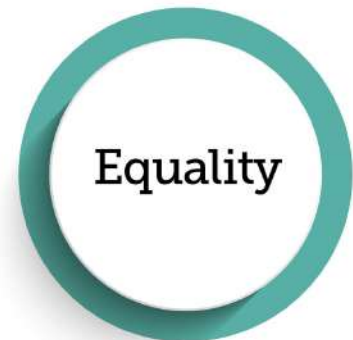
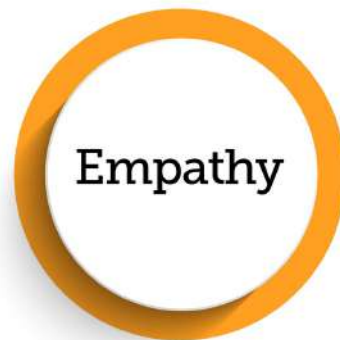
Our vision:

Achievement through caring

Mission statement:

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Our values:



Our family of schools



Marches Academy Trust



grove school



marches school



Shrewsbury Academy



Sir John Talbot's school



Grange
Primary School



Longlands
Primary School



Lower Heath
CE Primary School



Oakmeadow
CE Primary School



Idsall School



Woodlands school



Tilstock
CE Primary School



Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained ITT and School Direct students; we have also led the professional learning of educational leaders and governors.

We deliver the DfE National Professional Qualifications and we actively encourage our staff to complete an NPQ programme at their earliest opportunity. We also seek from within our team colleagues who want to enhance their experiences outside school by becoming a Specialist Leader in Education (SLE). Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

Our staff have access to an outward facing large group of schools across the West Midlands and beyond. Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement. You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Teaching School with exemplary partnerships.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

(Cavelle Priestley-Bird
Executive Director of ALL)

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- Emotional - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- Physical - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- Financial - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- Social - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know:

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."





Marches Academy Trust

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