



Job Description HR Business Partner

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

Responsible to	Operations Director
Grade	7 (Range: £35,822 to £41,982 per annum)
Hours	37 hours per week all year round, applications on a flexible basis welcome
Location	Based at Keresley Newland Primary Academy (Central HR office) with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

To work in partnership with Trust leaders, Headteachers, school leaders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and priorities of The Futures Trust. To provide advice, guidance and support to staff and managers by providing high level people management and development support across designated schools, whilst managing risk and ensuring statutory compliance.

Duties and responsibilities

- Conduct weekly meetings with Headteachers and work with senior leaders and line managers to provide HR guidance and ensure a consistent approach to staff management, particularly in the areas of absence management, learning and development, performance management and practical application of policies.
- Provide HR advice and guidance to Headteachers, managers and staff on HR matters and coach/support them with complex casework, performance, attendance and employee relations issues.
- Act as part of a team, to provide advice and guidance to the Trust team and Headteachers on employment matters and to ensure the maximisation of service performance.
- Work alongside Headteachers to identify HR priorities and translate requirements in to effective HR practices, which enable the delivery of solutions aligned to school and Trust objectives.
- Consult, work with and challenge leaders to develop employee strategies and ways of working to support organisational targets and attract, retain and develop employees.
- Horizon scan across and beyond the education sector to develop and implement new ideas and consider the impact on schools, using a variety of evidence based information.
- Work closely with manager and employees to improve work relationships, build morale and increase productivity and retention.
- Deliver HR initiatives, including workforce planning, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management.
- Ensure that relevant stakeholders are engaged in and consulted with on workforce planning and delivery initiatives.
- Gather and develop intelligence focused on the direction of travel for The Futures Trust and its schools, to develop an understanding of the type of talent needed, when and where it is needed, identify potential skills shortages and to work closely with Headteachers and Finance to accurately plan.
- Contribute to the development of an effective HR Shared Service, which encourages employee self-service; increases automation; simplifies and standardises processes to ensure consistency of message; communication via dedicated HR inboxes and increases the skill of and information available to HR Assistants to deal with low level queries effectively.



- Support the delivery of projects, including the implementation of large scale transformation, change and transition activities, such as workforce remodeling and TUPE, ensuring equality, inclusion and diversity impact is considered.
- Make use of and disseminate HR technology to gather, collect and deliver information and to communicate with employees more easily and efficiently.
- Analyse and report HR information to support with benchmarking and the development of HR strategies and solutions aligned to the delivery of Trust and school priorities.
- Support the development and delivery of a Trust wide recruitment and onboarding strategy, to ensure the best candidates are sourced and secured.
- Work collaboratively with HR colleagues, Trust and school leaders to build and maintain effective recruitment avenues and effective working relationships with internal and external recruitment partners.
- Work with Trust and school leaders to support the development of career pathways for new and existing Professional and Associate staff, to include the use of the Apprenticeship Levy.
- Ensure that the Trust's Safer Recruitment practices are robust and comply with the requirements of Keeping Children Safe in Education at all times. Work with HR and schools to maintain compliant and up to date Single Central Records with respect to pre-employment safeguarding checks and safeguarding training.
- Implement Development Cells as a mechanism to identify, manage and develop talent and to link development plans to department, school and/or Trust objectives.
- Ensure that all internal and external reporting and audit requirements are satisfied through the provision of management information and HR returns.
- Work independently and with the HR team to update and implement all HR related policies and procedures, underpinned by statutory compliance, best practice and added value.
- Stay abreast of the legal and statutory frameworks in which schools operate and develop and amend policies in line with current legislation.
- Develop a network of HR professionals at local, regional and national levels, from public and private sector organisations, to ensure the implementation of modern HR practices and best practice.
- Develop and maintain good working relationships with Trade Unions and lead on negotiations where appropriate.
- Monitor and support HR activity to ensure the terms of the HR SLA are being met. Address HR Business Continuity issues.
- Proactively share HR best practice to achieve successful outcomes across the trust
- Provide leadership to other team members either through direct or matrix management to enable the delivery of priorities and outcomes.

Line management

- To provide line management, coaching and support for HR Assistants, as required.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of HR Business Partner are up to date.
- Maintain or work towards membership/ associate membership of the CIPD and utilise the Professional Map.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.
- Request advice, guidance and assistance from the HR colleagues to undertake any aspects of the role as required.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all School premises and those where School services are provided.

This job description is not exhaustive. It reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: V Hastie Operations Director

Date: November 2022