



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Director of Human Resources
SCHOOL:	NCEAT
SALARY:	£50,806 - £56,154 (pending pay award)
RESPONSIBLE TO:	Chief Financial & Operations Officer

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy Trust.

PURPOSE OF JOB:

The purpose of this role is to provide strategic leadership for all people related matters across the trust, ensuring the development of a high quality, inclusive well-being focused workforce that supports excellent outcomes for pupils.

The post holder will lead on the Trust's people strategy, oversee all HR operations and compliance, and ensure leaders or supported to build strong, engaged and resilient teams. Working closely with senior leaders, head teachers and trustees the post holder play an important part in ensuring that HR activity supports the trust's overall strategic objectives, helping to build a skilled, supported and high performing workforce across all schools.

The post holder will also lead, manage and professionally supervise the central HR team, supporting the development of their skills comment knowledge and professional practise.

MAIN RESPONSIBILITIES:

Employee relations

- Maintain up-to-date knowledge of employment best practise, case law and legislation to provide a high quality advisory service to colleagues, ensuring the consistent and fair application of Trust policies.
- Coach, support and advise senior leaders and head teachers to manage and resolve a range of people related casework, including investigations, grievances, disciplinary matters, absence management, and performance management/capability proceedings, in line with Trust policies procedures and best practice.
- Work collaboratively with Trade Union representatives

Policies/processes

- Develop, implement and maintain robust HR policies and procedures that comply with employment legislation and best practice.
- Lead on the production of line manager guidance and the development of other resources to support school managers and leaders in implementing policies consistently.

Pay/pensions

- Support the HR team with monthly payroll checks, working with the Trust's HRIS and external payroll provider.
- Support Administrators to resolve pay and pension queries, liaising with the external payroll provider and relevant agencies (e.g. Teachers' Pensions, Tyne and Wear Pension Fund, HMRC).
- Implement pay changes arising from statutory, national or local pay agreements (e.g. the School Teachers' Pay and Conditions Document and NJC Support Staff Pay Awards) and annual pay increments.
- Provide strategic oversight of the Trust's pay and reward frameworks to ensure they remain competitive and aligned to local and sector wide labour market conditions.

Change management

- Lead on large-scale change management activity (including restructures, TUPE, mergers and onboarding new schools), ensuring activity aligns to Trust priorities and meets legal and statutory obligations.
- Support consultation meetings with staff and their representatives, facilitating constructive dialogue while maintaining focus on the Trust's strategic objectives.

Recruitment and onboarding

- Oversee recruitment and selection processes, ensuring the use of effective strategies to secure high-quality staff and maintaining full compliance with safer recruitment requirements and employment legislation.
- Monitor the Applicant Tracking System (Eteach) to ensure applications are processed in a timely, compliant and candidate-focused manner.
- Quality assure contracts and offer documentation produced by Administrators.
- Benchmark salaries and job descriptions against market information and internal pay structures, advising leaders accordingly.
- Support the HR team to monitor induction and probationary periods, advising line

managers on complex probation cases.

Monitoring and reporting

- Monitor and develop the use of technology and systems to streamline HR administrative processes, advance the production of HR data and improve employee communications.
- Undertake regular audits and checks of the Single Central Record, providing advice and guidance to ensure compliance.
- Support Administrators with the preparation and upload of the School Workforce Census and other returns, as required.
- Support the Director of People with the preparation and publication of statutory reports and returns (e.g. Gender Pay Gap reporting).
- Complete other quality assurance activity to monitor implementation of People and Safeguarding related policies, ensuring compliance and supporting continuous improvement.

Staff training and development

- Design and deliver tailored People training on a one-to-one, group and virtual basis, with a focus on upskilling Administrators and line managers.
- Liaise with school leaders to contribute to staff training sessions and induction activities, as required.
- Support leaders in developing effective talent management and succession planning approaches to ensure strong and sustainable leadership capacity across the Trust.
- Ensure the Trust procedures for performance management and development are effectively implemented and adopted across the Trust focusing on career pathways, succession planning and other areas such as staff development and retention

Strategy, policy and projects

- Lead the development and implementation of the trust's people strategy, ensuring alignment with the trust vision and supporting school leaders to translate strategic priorities interactions that deliver positive outcomes for all employees.

Wellbeing

- Drive the trust wide integration of a coherent staff well-being strategy, ensuring well-being principles are embedded within school strategic planning, leadership decision making and workforce development.
- Organise staff counselling/Occupational Health services and other service provision to meet staff needs as necessary

General

- Promote and embed equality, diversity and inclusion across the Trust through the development of policies, practices and leadership behaviours that support fairness, eliminate discrimination and enable all staff to feel valued and included.
- Work collaboratively with the Central Teams and external partners, including Finance, Facilities, Payroll, Occupational Health, Safeguarding leads etc. to ensure seamless integration and delivery of a joined up service.

- Commit to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Undertake relevant training and attend any other development sessions relevant to the post.
- Adopt a flexible approach, providing cover where needed and appropriate and participate in, and promote effective teamworking.
- Undertake other duties commensurate with the grade and nature of the role.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Director of Human Resources	Department: Human Resources		Assessment Methods
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> ● Significant experience advising on complex HR casework (absence management, grievance, capability, redundancy etc) and of leading change management programmes (eg TUPE) ● Experience of working in a HR role at a similar level, leading a HR team and service. ● Experience of using HRIS and payroll processes ● Detailed knowledge and understanding of Safeguarding procedures and Central Records procedures and practice. ● Ability to develop and implement and promote new, and existing, Trust policies 	<ul style="list-style-type: none"> ● Recent experience of working in HR in education, preferably within a school or MAT environment ● Experience of multi-site HR service deliver ● Experience of designing and delivering HR training to managers and leaders ● Experience of managing a budget 	Application form/Interview
Skills & Competencies	<ul style="list-style-type: none"> ● Well-developed ICT skills combined with the ability to interpret and analyse data. ● High level of personal effectiveness including managing competing priorities and working successfully to deadlines ● The ability to work closely in supporting all staff including senior management. 		Interview

	<ul style="list-style-type: none"> ● Experience of building positive relationships with key stakeholders (Leadership Teams, Governors, Trade Unions) ● Ability to remain positive under sometimes, extremely, challenging circumstances ● A commitment to multi-team working, coupled with a pro-active and independent approach to personal professional development ● High expectations of self, colleagues, community and pupils ● Commitment to helping provide a high quality service to staff, children and families and working to the Trust's values and ethos. ● Good communication skills and highly developed interpersonal skills 		
Qualifications & Training	<ul style="list-style-type: none"> ● CIPD level 5 or level 7 or equivalent relevant experience. ● Highly developed knowledge and understanding about the needs of the range of staff employed within a Trust. Knowledge of the particular employment law, pay and conditions, health and safety issues and Safer recruitment practices relevant to staff in the Trust ● Detailed knowledge and understanding of Safeguarding procedures and Central Records procedures and practice ● Detailed knowledge and understanding of the Burgandy and Green Book as well as STPCD. 	<ul style="list-style-type: none"> ● Coaching or leadership qualification 	Application form
Knowledge	<ul style="list-style-type: none"> ● Excellent working knowledge of employment law with the ability to apply it practically to workplace situations. ● Excellent understanding of best practice HR and employee relations with the ability to apply this to deliver organisation goals ● Knowledge of safeguarding requirements including pre-employment checks, Single Central Record compliance and safer recruitment. 	<ul style="list-style-type: none"> ● Knowledge of School Teachers' Pay and Conditions (STPCD) and education terms and conditions (Burgundy Book, Green Book). Also knowledge of Ofsted, DfE and academy trust legislation. 	Interview

Other	<ul style="list-style-type: none">● Willingness to participate in training and development● Ability to work outside normal academy hours on occasion● Capable of independent travel between school sites.		
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