



Head of HR



Dear Applicant,

Thank you for your interest in the position of Head of HR at Endeavour Learning Trust.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our Trust. I hope you find it helpful and on behalf of the whole Endeavour community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools in the Trust. Our family of schools extends beyond our Trust, and we work collaboratively with a number of schools across our region.

This is an incredibly exciting time for our Trust as we look to maximise the benefits of our collaborative partnership that has been developing since the inception of Endeavour Learning Trust in 2016.

Endeavour Learning Trust is a community of schools working together to offer the very best opportunities to the children and communities we serve. We look beyond the imaginable. We ignite curiosity and inspire discovery. And we love it!

Ultimately, our work is centred around our children, ensuring that every one of them has an equitable opportunity to benefit from a transformative education. This means extending beyond academic achievement by providing a rich and diverse offer for students to develop their skills, qualities and talents.

We are clear that our colleagues are central to our ambitions for our children and communities. They too deserve every opportunity to develop and flourish as professionals. We are determined to deliver a sector-leading experience so that, in turn, our colleagues can continue to serve our young people and communities to the best of their abilities.

We hope the enclosed information will give you good insight into our Schools & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformational

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS



Job Title: Head of HR
Location: Endeavour Learning Trust Central Office, PR7 6TB
Contract: Full-Time, Permanent
Grade: Grade 12 SCP 44-48
Salary: £52,572 - £56,918 per annum

This is an exciting opportunity to join Endeavour Learning Trust, we are a family of six schools across Lancashire and Sefton and we pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing our children with the same opportunities to flourish and develop their unique skills, qualities and talents.

The Trust has over the last year inherited a great new Leadership team and the focus and trajectory for the Trust is really positive. The role of Head of HR will report into the Director of People who is part of the Executive team, and the focus of the role will be to lead the development of the HR function. There is a real opportunity to make this role your own, if you are a great self-starter, are passionate about HR and education and you want to be part of an organisation where there is a real focus on creating a happy and inclusive culture, then this is the role for you.

We are looking for someone who can lead on the development of some great People practices. The purpose of the role will be to provide a comprehensive HR service for approximately 600 staff within the Trust. This role will lead the HR Central Services team and cover all aspects of people management.

The role will be based in the Trust central office in Chorley, however the ability to travel to individual schools is a necessity.

Why choose us?

- 24/7 access to Employee Wellbeing Support Services
- Access to Local Government Pension Scheme – 18% employer contribution.
- Access to Company Car Lease Scheme
- Join a growing Multi Academy Trust (MAT) with a commitment to professional development
- Free on-site parking
- 50% off Endeavour Children's Holiday Camps
- Brand new office space located in Buckshaw Village
- Competitive salary with nationally negotiated pay award pending.

ROLE DETAILS

This position is full time and permanent

This role will be based in our brand-new office space in Buckshaw Village but some opportunity to work from home.

Travel between locations will be a requirement of this role.

Flexible working arrangements will be considered.

HOW TO APPLY

Complete our application form in full and return to vacancies@endeavourlearning.org along with a supporting statement to demonstrate your suitability for this post and support your application.

Applications must be submitted by 9am on Thursday 9th May 2024

Interview dates are yet to be confirmed.

If you require any further information, please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or call us on 01772 817904

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION

Head of HR



You will work across a number of areas to facilitate the people agenda in support of the achievement of our Strategic Plan and People Strategy. The role will focus on continuing to build a strong HR infrastructure through the development of people management practices, designing ways of working which encourage purposeful integration and collaboration across the Trust.

A key focus of the role will be contributing to the delivery of a broad range of strategic projects, and leading and implementing key activities arising out of those projects. The role will also have ownership of operational activities, delivering an excellent HR service to our Academies, supporting our values and culture.

You will support and coach the HR team and Academies in building capabilities which create and facilitate a high-performance culture.

Core Responsibilities & Tasks:

To work alongside the people team providing sound advice to the Trust on all HR matters. To work well with our Trade Union colleagues in line with our culture. To lead and maintain a successful HR service for the Academies providing a true strategic service.

HR Strategy

- Provide a strategic overview of Trust-wide HR to the Director of People.
- Review the Trust's People Strategy annually ensuring the objectives of the Strategy are being met.
- Review systems and practices regularly to maintain an efficient and effective service.
- Advise on national policy changes on employment law as needed.
- Process HR data to provide reports on KPI's to the Director of People.
- Develop strategies and identify trends to inform the training needs of the Trust, and deliver training packages.
- Work with the HR Team to ensure the smooth, accurate delivery of the HR lifecycle including recruitment, on boarding, transfers, leavers etc.
- Contribute to the delivery of HR projects and initiatives as relevant to the current and future needs of the Trust.

HR Management

- Partner, coach and support the Headteachers, Operations Managers and the HR team on a wide range of day-to day people matters, developing structures and strategies to support them.
- Proactively build networks within and outside of the Trust, maintaining knowledge and keeping up-to date with developments, utilising insights and ideas to ensure that HR best practice is adopted.
- Identify, develop and implement key HR initiatives aligned to the Trust vision and values, which enable the achievement of our strategic ambitions, and embed these into our operating model.
- Lead on procedures and paperwork for disciplinary, capability and grievances cases.
- Ensure the service's prompt action and support for employees through Occupational Health referrals, staff welfare and return, long-term sickness, redeployment, retirement, redundancy and dismissals.
- Lead and support the process of change with regards to TUPE and Restructures.
- Provide regular communication with all staff on any HR-related matters and associated updates.

Policy Development

- Develop, implement and revise policies with JCNC in line with UK employment law and best practice ensuring that equality, diversity and inclusion is embedded in key policies and frameworks.

- Provide robust and consistent advice on the application and interpretation of employment policies, across the Trust, and participate in the development and delivery of training initiatives to increase capabilities in people management practices.

Performance Management

- Enable managers to have informed and effective performance management conversations, supported by transparent performance data, and support with facilitating appropriate interventions.
- Partnering with the Director of People and the rest of the HR team in informing the development of programmes to support capability, building in achievement of strategic objectives and enable the development of a high-performance culture.
- Maintain and oversee the performance management cycle providing coaching and deploying effective employee engagement strategies.
- Work with the Director of People using knowledge and data to identify areas for improvement, and translate key data into solutions focused action plans.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

This Job Description provides an overview of the principal accountabilities of the post and will include, but will not be limited to, those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the Job Description will change within the broad remit of the post. This Job Description does not form part of your contract of employment and will be updated from time to time in consultation with you.

It is expected that all staff work collaboratively to share good practice, resources and ideas to realise the Trust Vision and Values. All staff should act with professional integrity at all times, following the Code of Conduct.

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PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
CIPD Qualified (Level 7) or equivalent	E	AF
Chartered member of the CIPD	E	AF
Educated to degree level or equivalent	D	AF
Relevant professional development	E	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working in the education sector	D	AF/I
A minimum of 2 year's experience in Human Resources at a senior level	E	AF/I
Up to date working knowledge of employment law	E	AF/I
Understanding of Human Resources process, procedures and policies	E	AF/I
Recent experience of leading staff teams	D	AF/I/T
Experience working in the current educational environment	D	AF/I
Experience of working with trade unions	E	AF/I
Experience of administration related to Teachers Pension and Local Government Pension Scheme	D	AF/I
SKILLS & ABILITIES		
Ability to make well-reasoned decisions based on sound judgement	E	AF/I
Ability to work across all sites and co-ordinate demands	E	AF/I
Strong interpersonal, written and oral communication skills, including the ability to relate to people at all levels	E	AF/I
Ability to work well under pressure and manage conflicting demands	E	AF/I
Ability to work to tight deadlines and deliver results	E	AF/I
Supportive of change and continuous improvement processes	E	AF/I
Genuine passion for working in a Trust	E	AF/I
Professional outlook, highly organised, able to multi task and meet deadlines	E	AF/I
Helpful and positive nature and ability to stay calm and diplomatic under pressure	E	AF/I

Understanding of the importance of confidentiality and discretion	E	AF/I
Resilience and determination to support HR processes	E	AF/I
Detail orientated and able to take ownership of tasks and work with minimal supervision	E	AF/I
Good IT skills including the ability to confidently use Microsoft Word and Excel and HR systems	E	AF/I
Strong administrative and organisational skills	E	AF/I
Excellent written and oral communication skills	E	AF/I
OTHER		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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