



**HR DIRECTOR  
CANDIDATE PACK**



## FROM THE CHIEF EXECUTIVE

Thank you for your interest in working with us at River Learning Trust. You will see from our website that we are a flourishing multi-academy Trust and we are continuing to grow as like-minded schools choose to join us.

This is a critical senior role within our central team, providing leadership of our strategic people management. As HR Director, you will be instrumental in delivering our vision so that working together within the Trust we provide the best possible experience for all of our children, young people, and colleagues.

You will lead our HR and payroll functions, providing expert support, coaching, and training and ensuring our 'People First' strategy is at the heart of everything we do.

You will be a visible member of our Senior Leadership Team, driving key initiatives in Equality, Diversity and Inclusion, and Staff Wellbeing. Your leadership will be vital as we navigate growth, manage complex change projects, and continue to develop cutting-edge HR practices across our schools.

We ask a lot of the people that work with us, and we think we offer a lot in return. Most importantly, we have a real commitment to training and professional development for everyone that works with us. It's busy, it's stretching, and it's incredibly rewarding.

The role offers flexibility, with opportunities for some homeworking alongside requirements to work from our central office and across our Trust schools.

If you are a passionate HR leader who is committed to excellence and wants to make a tangible difference to the lives of staff, children and young people alike, then this post is for you. We would love to hear from you.

If you have any questions, please email our Chief Operating Officer [coo@riverlearningtrust.org](mailto:coo@riverlearningtrust.org) to arrange a call.

**Closing Date:** Monday 6th April  
**Shortlisting date:** Tuesday 7th April  
**Interview Date:** (Stage 1) Monday 13th and (possible Stage 2) Tuesday 14th April

Thank you again for your interest and we look forward to hearing from you.

Paul James, Chief Executive



## JOB DESCRIPTION

**Job title:** HR Director

**Salary:** £76,690 - £84,624 per annum

**Location:** Hybrid role - from the RLT Central Office at Rose Hill Primary School, school visits and homeworking

**Line manager:** Chief Operating Officer

**Disclosure level:** Enhanced DBS

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### ROLE SUMMARY

As HR Director you will:

- Deliver the vision for Strategic People Management across RLT through a range of appropriate strategies.
- Further develop the Trust People Strategy as required.
- Working with colleagues, provide a significant contribution towards our thinking and work in the following areas: Equality, Diversity and Inclusion and Wellbeing.
- Lead the HR Team to deliver a comprehensive, fully integrated HR & payroll service.
- Provide support, coaching and training to Trust leaders on people management and the HR implications of policy and strategy.
- Lead HR project work, in conjunction with the HR Team; including onboarding new schools into the Trust and leading the HR input into the Back Office Change Programme.
- Act as Wellbeing SLT Link for the RLT Central Team.
- Be an active and visible member of the Senior Leadership Team.

## **AREAS OF RESPONSIBILITY**

### **1. STRATEGY**

- Lead on the development and delivery of the Trust's 'People First' People Strategy.
- Deliver the 'People' strand of the Trust wide ED&I Strategy.
- Further develop and deliver our strategies to support Staff Wellbeing.
- Inform and advise the Trust Senior Leadership Team on HR matters in order to identify trends and facilitate strategic decision-making.

### **2. PAYROLL AND PENSIONS RESPONSIBILITIES**

- Line management of the Head of Payroll, who leads the payroll team.
- Work with the Trust's Head of Payroll to implement changes to pay from statutory, national or local pay agreements, annual pay rises and increments as directed.
- SLT lead, from a "service owner" perspective, on the re-procurement of Payroll service, as and when required.

### **3. HR BUSINESS PARTNERING**

- Line management of the Head of HR Business Partnering; who in turn leads a team of 3 HR Business Partners to manage complex casework and to deliver change projects including TUPE, redundancy and restructuring.
- Ensure the delivery of a high quality, professional HR Business partnering service that is well respected across the Trust and is strategically aligned to organisation priorities to ensure the best outcomes for the schools and the Trust.
- Implement change management projects across service areas in collaboration with key stakeholders to ensure a smooth and effective transition.
- Act as a senior point of escalation for high risk/complex employee relations matters (after the Head of HR Business Partnering).
- Implement and review Trustwide HR policies, including facilitating and engaging with recognised Unions. Ensure that policies reinforce diversity and inclusion, wellbeing of staff and engagement to ensure that staff feel valued, motivated and supported to provide outstanding education.
- Ensure ongoing compliance to RLT policies and procedures at school level, minimising the Trust's exposure to litigation and employment tribunal claims.
- Ensure high quality training and development is provided for senior leaders within the trust in key areas of HR.

#### **4. WORKING WITH UNIONS AND OTHER ACADEMY TRUSTS**

- Lead on HR-related consultations with trade unions through the Oxford HR Forum, and through RLT specific meetings as required.
- Work closely with other Multi Academy Trusts as part of the Oxford HR Forum, to ensure consistency, alignment and sharing of best practice across the group.
- Engage with Education specific HR Networking groups.

#### **5. TEAM LEADERSHIP**

- Lead, develop, motivate and mentor the HR and Payroll team, setting a clear vision for the team, bringing colleagues together enabling collaboration and knowledge sharing.
- Oversight of HR auditing including HR file audits, Single Central Record Audits and Statutory Training Record audits carried out by the HR Team (HR Officer and HRBP) across schools within the Trust, working collaboratively with the Trust Safeguarding Lead.
- Attend, and lead where required, HR-related meetings and forums across the Trust.
- Carry out effective performance appraisals.
- Provide clear and direct instructions and guidance.
- Ability to delegate through effective development of team members.
- Ensure all Trust wide HR-related statutory reports and returns are complete.

#### **6. BUDGET RESPONSIBILITIES AND PROCUREMENT/CONTRACT MANAGEMENT**

- Ensure that value for money is a consideration in all purchasing decisions.
- Lead HR and Payroll systems review and support and act as customer for the procurement of these systems for the Trust.
- Manage contracts for external services including HR and legal advice, EAP, Payroll, HR Systems and Occupational Health services.

#### **As a member of SLT:**

#### **7. TRUST GROWTH**

- Support the growth of the Trust, providing Due Diligence, on boarding and integration of prospective and new schools, on all HR issues, ensuring new schools are quickly and smoothly brought into the Trust.
- Support, planning, legal and contractual works for new joiners, with regard to HR issues, including ensuring the TUPE consultation process and transfer is undertaken smoothly and in accordance with legislative requirements.

## **8.SENIOR LEADERSHIP RESPONSIBILITIES**

- Contribute to the strategic direction and management of the Trust.
- Play an active and visible role in delivering the vision and values of the Trust.
- Ensure compliance with the Trust's Equal Opportunities and Equalities Policies and promote equality, diversity, inclusivity and employee wellbeing.
- Ensure that Trustees are able to meet their legal and statutory governance duties and responsibilities, including through preparing and presenting papers/reports as appropriate at Resources and Safeguarding Committees, necessitating some evening working.
- Uphold the Trust's policies and procedures to ensure integrity, propriety, regularity in the management of public funds and the operations of the Trust and that resources are properly, efficiently and effectively.
- Ensure that confidentiality is maintained and in line with agreed RLT policies and protocols.
- Ensure that statutory responsibilities are maintained, e.g. DfE Digital Standards, GDPR and Freedom of Information requests.
- Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Trust Senior Leadership Team, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## **9.GENERAL RESPONSIBILITIES AS PART OF THE TRUST**

- At all times act in accordance with agreed local and national policies and procedures.
- Contribute to the overall ethos/work/aims of the River Learning Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.

## **SAFEGUARDING STATEMENT**

*River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

# PERSON SPECIFICATION

## REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• Full CIPD qualification and/or formal management qualification, with evidence of continuous professional development</li> </ul>	×	
<b>SKILLS &amp; EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Proven experience of leading a successful HR Team, delivering change management initiatives, embedding culture and values through HR</li> <li>• Experience in HR leadership within a MAT environment or other complex organisation (if not MAT preferably education or other public sector organisation)</li> <li>• Highly developed persuading, motivating, negotiating and influencing skills</li> <li>• Experience of developing organisation's People Strategy working with others to translate strategy through delivery to improved outcomes.</li> </ul>	 ×  ×  ×  ×	

# PERSON SPECIFICATION

## REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>• Expert level knowledge of employment law and HR best practice</li> <li>• Strong knowledge of HR in the school education sector, DfE and national education frameworks.</li> </ul>	<p>×</p>	<p>×</p>
<b>PERSONAL ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>• Ability to maintain personal resilience and exhibit high levels of emotional intelligence</li> <li>• The ability to build effective relationships across organisations; utilising influencing skills to enable change</li> <li>• Have personal values which align with the values of the Trust</li> <li>• Be positive and enthusiastic with the energy, drive, enthusiasm and determination to succeed</li> <li>• Ability to work at pace, prioritising competing demands and balancing progress on the important work with addressing the urgent.</li> </ul>	<p>×</p> <p>×</p> <p>×</p> <p>×</p> <p>×</p>	



# PERSON SPECIFICATION

## REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

SAFEGUARDING		
Understanding of current statutory processes, procedures and associated documentation	×	



# THE TRUST'S SCHOOLS

We currently educate more than 16,500 pupils and have more than 2,000 colleagues in the Trust. Our school-centred initial teacher training provider (OTT SCITT) and Oxfordshire Teaching School Hub trains around 150 trainees in around 50 schools in Oxfordshire, Berkshire and Wiltshire.

## SECONDARY SCHOOLS

Cheney School  
Chipping Norton School  
Gillotts School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## PRIMARY SCHOOLS

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury Primary School  
Cutteslowe Primary School  
Edith Moorhouse Primary School  
Edward Feild Primary School  
Garsington CofE Primary School

## ALTERNATIVE PROVISION (AP)

Meadowbrook College

## SCITT (TEACHER TRAINING)

OTT

## TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



