

Welcome to



Windsor
Learning Partnership



WELCOME TO WINDSOR LEARNING PARTNERSHIP



Gavin Henderson
Chief Executive Officer

The Windsor Learning Partnership started in 2015 to enable schools in the Windsor area to work more closely together for the benefit of young people in the local community, by providing a coherent, inclusive, and modern learning experience for all children. Now we are a partnership with six schools (2 Upper, 1 Middle and 3 First schools) which provides great educational opportunities for students from reception class all the way up to sixth form.

Our partnership is characterised by a very collaborative approach where schools are encouraged to retain their own identity, whilst benefiting from being a genuine partner in a local and supportive Multi-Academy Trust. Windsor is a great place to learn and to work, where parents, governors and staff actively support their schools and the current members of the Board of Trustees have a great deal of attachment to all the schools in the partnership.

The headteachers in the partnership work collaboratively to develop a joined-up curriculum and strong assessment practices, ensuring positive transitions for students from school to school. The combined sixth form in the upper schools provides more choice and flexibility of courses at Key Stage 5. The focus on teacher quality and leadership development has enabled attainment to improve. And strong financial practices have supported school sustainability, expansion and growth.

The Windsor Learning Partnership is always open to more skilled staff and forward-thinking schools in the area to join the partnership, in the knowledge that working together creates great opportunities and measurable dividends for all the schools and their students.

Gavin Henderson
CEO, Windsor Learning Partnership

DIRECTOR OF HR

Reporting to Chief Operating Officer

Hours of work - 30 hours / week. Term time only + 2 weeks

Salary - SCP M7 £44,049 - £48,386 (FTE) (Actual Salary

£31,920 - £35,063)

Start date - ASAP

Application closing date - Weds 4th March (noon)

Interview date - Thursday 12th March

Location

The post holder will be based at Windsor Girls' School, however travel to other schools within the Trust will be required.

Role Summary

Windsor Learning Partnership are seeking to recruit an experienced Director of HR to coordinate the work of all 6 partners schools. Reporting directly to the COO, the Director of HR will provide expertise across all aspects of HR practice and procedures, providing strategic and operational HR support and guidance to the Trust and schools within the Trust. Working with the Trust Executive team to develop a strategic approach to HR and people development. The Director of HR will play a pivotal role in streamlining and standardizing the HR function across the Trust.



DIRECTOR OF HR

Responsibilities of the role:

Strategic Development

- To work with the COO to develop the Trust offer as an employer of choice in order to recruit and retain the best quality staff.
- Contribute to the Trusts strategic growth plan by identifying HR priorities and developing and implementing strategies to ensure continuous improvement.
- Propose new initiatives to enhance employee experience.
- Support the Executive Team in the development and delivery of the Trusts' People Strategy.



System Development

- Have oversight of Trust recruitment processes including advertising and induction of new staff as appropriate
- Consult with COO and external advisors on complex HR casework and wider Trust issues to mitigate against any potential risks.
- Lead analysis of HR information, including absence levels, CPD and employee turnover.
- Establish clear clarification between school-based and central services, ensuring processes are delivered in the most appropriate locations.



General Responsibilities

- To provide comprehensive HR advice and support across the Trust and its schools.
- Advising on the interpretation and implementation of the HR policies and procedures across the Trust.
- Provide back up support for Certificate of Sponsorship applications for Trust.
- Be aware of and comply with all policies and procedures in relation to Safeguarding and Child Protection, Health and Safety, confidentiality, equality and diversity and Data protection, reporting any concerns to the COO.

Perform any other duties as required by the Trust Senior Leadership Team, commensurate with the role.



DIRECTOR OF HR

PERSON SPECIFICATION

	Essential (E) or Desirable (D)	Evidence Application (A) Interview (I) Test (T)
Professional Credentials		
Educated to degree level or equivalent	E	A
CIPD qualified	D	A
Demonstration of an ongoing commitment to professional development	E	A
Experience		
Minimum of 3 Years experience at senior level with Human Resources	D	A/I
Experience of using IT software and packages including Microsoft Word, Outlook, Excel and PowerPoint packages	E	A/I
Experience at dealing with people at various management levels both internally and externally to the organisation.	E	A/I
Experience of organising and prioritising own workload on a day-to-day basis	E	A/I
Experience of developing strategic HR planning processes	E	A/I
Knowledge and Skills		
Knowledge of best practice in Public Sector HR areas	D	A/I
Knowledge of Safeguarding and DBS processes and procedures	D	A/I
Excellent communication skills (written and oral)	E	A/I
Working knowledge of employment law	E	A/I

DIRECTOR OF HR

	Essential (E) or Desirable (D)	Evidence Application (A) Interview (I) Test (T)
Able to carry out simple calculations, e.g. sickness entitlement, annual leave entitlement	E	A/I
Problem solving skills and the ability to innovate and introduce improvements in all aspects of the role.	E	A/I
Other		
A commitment to the school's ethos and values	E	
Demonstration of proactive support for equality, diversity and inclusivity	E	A/I
Safeguarding and promoting the welfare of young people	E	A/I