



Candidate Recruitment Pack

Head of HR UET Central Offices Dereham

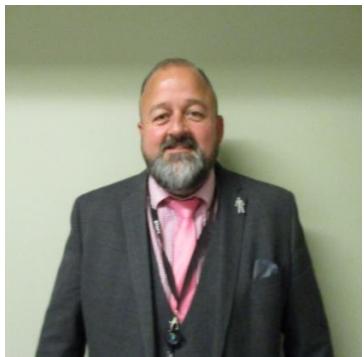
Applications considered upon receipt

www.unityeducationtrust.uk

jthompson@unityeducationtrust.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

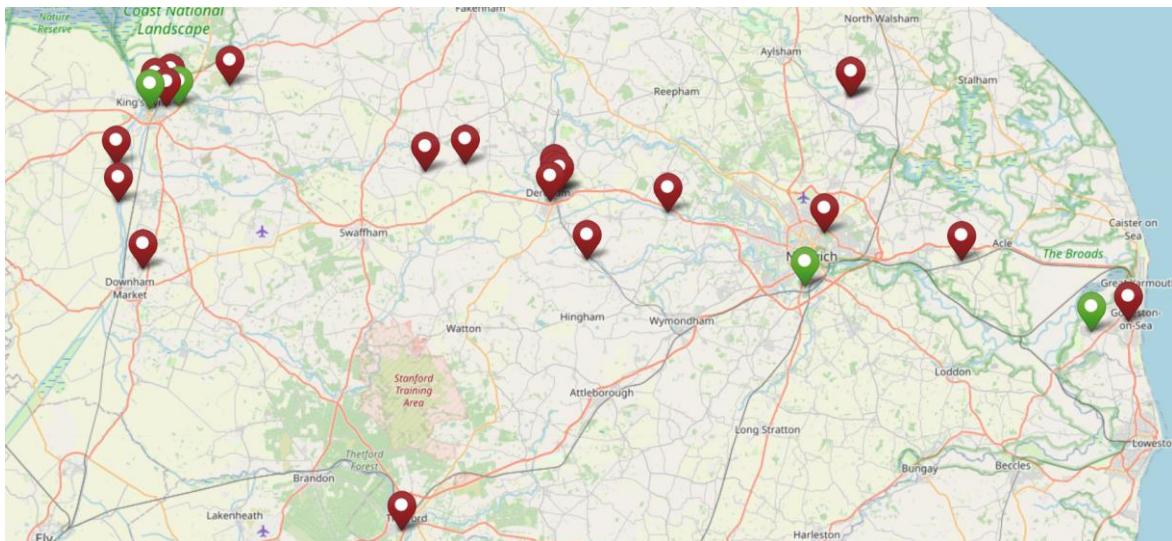
Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our Trust –

Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identities at the heart of their communities and engaging with all partners and stakeholders and other high performing educational organisations.



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Head of HR

JOB DESCRIPTION

| | |
|------------------------|--|
| Job Title | Head of HR |
| Location | Trust Central Office Dereham (with travel to schools as required) |
| Grade | M/N depending on qualifications |
| Responsible to | Chief Finance and Operating Officer |
| Responsible for | HR Caseworker, HR Officers |
| Effective Date | 1.2.2026 |

Role and Context

| | |
|--------------------|---|
| Job Purpose | To lead a forward-thinking, responsive, and professional HR service across the Trust's schools, aligned with the MAT's values and ethos. The Head of HR plays a key role in delivering the People Strategy, ensuring legal compliance, fostering wellbeing, and supporting school improvement. |
| Context | <p>Unity Education Trust (UET) is a Multi-Academy Trust built on developing like-minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.</p> <p>The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.</p> <p>We will ensure that each of our academies maintains its unique identities at the heart of their communities and engaging with all partners and stakeholders and other high performing educational organisations.</p> |

Principal Accountabilities

Employee Engagement

The Head of HR will be accountable for supporting employee wellbeing and job satisfaction, which aids the Trust in its efforts to recruit and retain the best staff.

They will:

- Lead on the delivery of the Trust's People Strategy
- Work with unions and professional associations, maintaining strong and effective relationships that support the Trust's employment approach and responsibilities.

Recruitment and induction

The Head of HR will be responsible for overseeing recruitment across the Trust and for ensuring recruitment priorities align with the Trust's aims.

They will:

- Effectively manage the use of the Trust's applicant tracking system ensuring all stages of the recruitment process are managed effectively and ensuring a good candidate experience
- Work with Trust Leaders to support candidate shortlisting and selection, providing relevant advice, as necessary
- Manage the Trust's procedures for conducting robust pre-employment checks and ensure safer recruitment practices are adhered to throughout the recruitment process
- Work with the Trust's Leaders to ensure new members of staff have an effective induction programme appropriate to their role
- Establish a consistent approach to onboarding and off boarding of staff across the Trust
- Collect and monitor diversity and inclusion data and use this to develop a workforce profile to ensure full adherence to the Equality Act 2010.

Employee Relations

The Head of HR will oversee the Trust's approach to employee relations and partnership working.

They will:

- Ensure that HR strategies and interventions result in improved effectiveness and engagement of employees
- Use knowledge of best practice to advise on and develop HR practices, procedures and policies
- Liaise with specialists and legal advisors
- Keep up to date with current legislation and best practice
- Advise and support all stages of such matters as grievances, disciplinary, capability, probationary, absence monitoring, appeals and employment tribunal procedures
- Liaise with staff, trade unions and other external organisations on employment matters
- Review and monitor staff wellbeing and promote work/life balance including return to work interviews following ill health
- Liaise with occupational health advisors when necessary
- Prepare job descriptions and person specifications and arrange appropriate evaluation
- Support the induction for all new staff
- Oversee the completion of exit interviews reporting on key themes to Senior Management and developing appropriate action plans to address issues.

Performance Management, Pay, Pensions and Conditions

The Head of HR will be accountable for supporting effective pay and performance management processes across the Trust, and for ensuring that these align with the Trust's strategic plans and aims.

They will:

- Oversee the pay and pay progression process that currently exist within the Trust, taking into consideration all relevant employment law and any existing agreements that are in place
- Maintain necessary documentation for employment, pay, pensions and staff benefits
- Oversee the Trust's approach to performance management and appraisal
- Develop the Trust's pay scales for all roles, ensuring these remain appropriate and support the Trust's efforts to recruit the best possible staff.

Ensuring Compliance

- Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant
- Implement and maintain a set of legally compliant trust HR policies, ensuring these are reviewed and updated regularly in the light of changing legal and safer recruitment requirements
- Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions, giving professional recommendations and implementing action plans to address any inconsistencies of approach
- Lead the people aspects of any organisational changes including the management of TUPE
- Provide HR support for the process of schools joining the Trust
- Ensure compliance with the requirements of safer recruitment
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust
- Oversee statutory returns in relation to HR e.g. gender pay gap reporting, employment contracts and sponsorship licenses
- Ensure that all teachers in the Trust hold, or are working towards, Qualified Teacher Status (QTS).

Data Protection & Safeguarding

The Head of HR will be accountable for supporting the Trust's work to safeguard its pupils, its staff and the wider community.

They will:

- Develop, implement and monitor the Trust's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements
- Monitor the Trust's Single Central Record, ensuring Trust-wide compliance with requirements
- Lead on the Trust's responsibilities for safeguarding, specifically in relation to employee matters
- Lead the Trust's procedures for handling allegations against adults, and liaise with external agencies as required
- Work within the requirements of GDPR at all times.

Training & Development

Design and deliver HR training for leaders and governors.

Coach managers on investigations and people management.

Promote continuous professional development across the Trust.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none">▪ CIPD Level 5 or equivalent experience | CIPD Level 7 or equivalent experience |
| Experience | <ul style="list-style-type: none">▪ Strong track record in complex HR casework | <ul style="list-style-type: none">▪ Experience in education or public sector HR |

| | | |
|--------------------------|---|--|
| | <ul style="list-style-type: none"> ▪ Experience in coaching and leading HR teams ▪ Knowledge of employment law and HR systems | |
| Skills/Attributes | <p>Emotional resilience and credibility.</p> <p>Solution-focused and detail-oriented.</p> <p>Commitment to equality, diversity, and safeguarding.</p> <p>Ability to adapt and lead change</p> | |

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at UET Central Services Dereham. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

This post is Scale M or N dependant on qualifications. Point 42 – Point 46. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

Salary: £56,912 - £62,618 Annual Actual (£56,912 - £62,618 FTE) Scale M

Salary: (£66,140 - £73,800 Annual Actual (£66,140 - £73,800 FTE) Scale N

HOURS OF WORK

The normal working week is one of 37 hours per week, all year round. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website
www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview

If you would like an informal discussion. Please contact Joanne Thompson, Chief Finance Officer by emailing jthompson@unityeducationtrust.uk



Unity Education Trust
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Norfolk
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