



Job Description	
JOB TITLE	Deputy Head of HR role
JOB FAMILY	Thinking Personnel
PHASE	Central
SALARY GRADE	Grade H
HOURS	<b>37</b>
REPORTING TO	Head of HR
RESPONSIBLE FOR	HR Partners
Job Purpose	
<p>Reporting directly to the Head of HR you will be responsible for supporting the leadership the HR team for the Trust.</p> <p>You will support strategically and commercially focused HR service, supporting the business to achieve and exceed our targets.</p> <p>You will provide an operationally focused HR service, supporting schools to achieve and exceed their targets.</p> <p>Partnering with school senior leadership teams and HR to positively participate in the process of delivering TSAT strategy and key objectives.</p> <p>You will proactively manage and influence key partners, and stakeholders to implement and execute appropriate HR interventions to deliver Trust objectives</p> <p>To be accountable for the delivery of Employee Relations services through a team of HR Partners and Officers ensuring effective use of resources, process and systems are in place.</p>	
Duties and Responsibilities	
<p><b>HR Partnering</b></p> <ul style="list-style-type: none"><li>• Develop effective working relationships with school leadership teams to enable a first-class HR service to be delivered;</li><li>• Provide an expert professional point of contact for school leadership teams on matters relating to people policies, practices and principles, offering advice, guidance, support and information as required;</li><li>• Providing appropriate coaching and challenge to the school senior leadership teams to ensure their decisions balance the TSAT, compliance and people needs;</li></ul>	



- Delivery of HR school KPIs and HR Service Level agreements;
- Lead on employee relations cases for your area, including disciplinary, grievance, absence management, performance, conduct and capability;
- Deploy talent and performance management practices at school and Trust level whilst providing the necessary support, guidance and calibration;
- Design and delivery of HR training interventions;
- Supporting the resourcing plan across the Trust
- Identify effective solutions to meet specific TSAT and people-based objectives through the planning and scoping of people-based initiatives, interventions and projects whilst utilising management information to reduce absenteeism and turnover, improve performance management and talent management;
- Lead on key change projects for schools – e.g. restructuring, TUPE, working practices;
- Scope and challenge practices and processes to continuously improve the HR/People service to ensure it adds value;

### Strategy and Leadership

- To be accountable for the delivery of Employee Relations services through a team of HR Partners (x2) and HR Officers (4) ensuring effective use of resources, consistent processes and systems are in place across the Trust hubs
- Line management responsibilities for 2 x HR Partners
- The first point of call for HR queries from the team
- Lead and coach on employee relations cases including disciplinary, grievance, absence management, performance, conduct and capability;
- Lead, coach, mentor and guide the wider HR team to ensure that HR is aligned and continually adding value to the strategy and objectives of TSAT
- Support in leading the strategy for TSAT culture, employee experience, employee relations, diversity and inclusion, wellbeing, learning and development, reward, performance management, talent management, resourcing, organisation development and design and people analytics;
- Develop influential working relationships with the executive and senior leadership team to enable a first-class HR strategy and service to be delivered;
- Identify effective strategies to meet specific TSAT and people-based objectives through the planning and scoping of people-based initiatives, interventions and projects whilst utilising management information i.e. to drive the right culture, create a TSAT brand and employee experience for recruitment and retention, reduce turnover and absenteeism, improve performance management and talent management;
- Support key change projects across the Trust – e.g. HR transformation, culture change, wellbeing, performance management culture etc.
- Scope and challenge practices and processes to continuously improve the HR/People service to ensure it adds value;
- Work with the Head of HR to oversee budgets for the ER team and HR department ensuring value for money and ROI.



- Lead with the Head of HR on the development of Thinking Personnel HR Consultancy Service, expanding our external clients
- Offer a professional and value for money service to client schools
- Building the brand of our external HR service and being seen as a market leader in terms of customer service and value for money

#### Generic Duties relevant to all members of Staff

##### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

##### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.



- You will be based at Meon Hub . However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and



young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Deputy Head of HR:

Name:

Signed:

Date:



THINKING SCHOOLS  
ACADEMY TRUST

TRANSFORMING LIFE CHANCES