

*Journey to Outstanding*

**DDAT**  
Derby Diocesan Academy Trust

# HR Lead

Derby Diocesan Academy Trust

Closing date: Midnight on 5 November 2024

Provisional interview date: 13 November 2024



## Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



# Working for DDAT

## Governance

DDAT values local accountability through a Local Governing Body. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains earned autonomy.

## Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

## Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

## External Partners

DDAT works closely with external partners such as Local Authorities, Universities and Teaching Schools. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

## Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

## School Improvement

All schools, including Good and Outstanding schools, receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

## Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

# Job Description

## DDAT HR Lead - Job Description

<b>Job Title:</b>	HR Lead
<b>Reports To:</b>	Chief Operating Officer (COO)
<b>Hours:</b>	Full Time 40 hours per week – 52 weeks
<b>Salary:</b>	DDAT Grade 15 £60,349 - £64,884 (before pay award)

### Job Purpose:

The HR Lead role reports directly to the COO and has line management responsibility for staff employed within the HR Department.

The HR Lead is a senior member of the DDAT central team who will lead the HR function and provide strategic and operational professional HR support and guidance to the Trust and the schools within the Trust.

The HR Lead will play a pivotal role in the growth of the Trust, through people management, and succession planning. The post holder will build trust and effective relationships with the executive team, senior and middle leaders, providing HR expertise and leadership across all aspects of HR best practice, people and change management, policies and procedures. They will develop people management capabilities of line managers, equipping them with the knowledge and skills to address their staff management responsibilities.

As a key member of staff in the central team, you will also be expected to be heavily involved in the whole range of issues that could impact on the Trust's mission, vision which are underpinned by the Trusts values.

### Key Responsibilities:

- Lead and manage the HR team to successfully deliver the day-to-day HR advice and support service to the Trust and its schools, including the overall direction and coordination of HR activities, ensuring all systems, structures and staffing meet the needs of the Trust.
- Ensure that the HR platform is accurate and up to date for all central team staff.
- Ensure the large volume of HR casework is managed effectively and in a timely manner, whilst mitigating against potential risks
- To maintain and develop the Trust offer as an employer of choice in order to recruit and retain the best quality staff.
- Review and lead recruitment initiatives and succession planning for the Trust.
- Have oversight of Trust recruitment processes including the advertising, selection and induction processes as appropriate.

- Work with the Trusts Safeguarding Lead to ensure all safer recruitment processes and staff safeguarding concerns are adequately addressed in a timely manner.
- Provide advice and support on HR matters such as redundancy, restructures, grievance procedures, disciplinary matters, capability process etc.
- Provide leadership support in relation to investigatory matters including advising the panel as required.
- Ensure that the induction process is consistent across the Trust by utilising The National College.
- To develop and continuously maintain up to date clear, consistent, and legally compliant HR policies and procedures that are fit for purpose. Benchmarking best practice with a variety of partners and other Multi Academy Trusts.
- Advising on the interpretation and implementation of the HR policies and procedures across the Trust.
- Support the COO with the successful implementation of the People Strategy.
- Monitor the effectiveness and legal compliance of all HR related policies and matters within the Trust.
- Manage a systematic approach to consultation and lead on all interactions with recognised Trade Union colleagues, including the Joint Consultative Committee meetings.
- Work closely and consult with recognised Trades Union colleagues on the implementation of DDAT policies and procedures.
- Provide and deliver training and professional developmental opportunities to the central team, senior and middle leader and school business staff within the Trust to ensure that they are well equipped with the knowledge and skills to address HR issues and people management matters in a fair and consistent manner.
- Maintain good employee relations within the Trust to support the development of a high-performing workforce.
- Consult with the external employment solicitors/advisors on complex HR case work and wider Trust HR issues to mitigate against any potential risks.
- Review the effectiveness of the support from the external employment solicitors/advisers.
- Establish and develop cohesive working partnerships with other Trusts to facilitate sharing of best practice.
- To contribute to the Trusts strategic growth plan through identifying HR priorities and developing and implementing HR strategies to ensure continuous improvement.
- To make an effective, wider contribution to the work of the Trust Executive Team via the COO.
- Be proactive to ensure that key changes or developments on legislation and in the HR educational landscape are acted upon, policies and procedures updated within a timely manner to ensure that the Trust remains compliant, efficient and takes advantage of opportunities as they arise.
- Make recommendations which contribute to the continuous improvement of the Trusts processes, policies and procedures relating to HR, Workforce Development and safeguarding.



- Attend meetings as required to present clear and timely advice, information and guidance on all HR matters and any potential HR risks.
- Develop and implement strategies and processes to support staff wellbeing.
- Undertake IR35 checks to ensure compliance for external consultants working with the Trust.
- In conjunction with the Finance Manager ensure that Trust organisation structures are efficient and provide value for money before presenting to the CEO any changes for approval.
- In conjunction with the Finance Manager effectively utilise and monitor payroll services that are outsourced.
- Ensure that the Trust has a comprehensive and effective Equal Opportunities Strategy which is embedded in all HR policies and procedures to promote a strong and proactive commitment to equality of opportunity.
- Promote a culture within the Trust that celebrates equality and diversity, ensuring equality of opportunity for all.
- Lead on staff TUPE consultation meetings and work with the wider operations team to oversee the completion of any necessary HR due diligence for schools joining the Trust.
- Work with the wider operations team to ensure all matters and actions relating to TUPE are completed fully and in line with relevant legislation.
- Ensure that relevant legislative and educational employment knowledge is kept up to date and disseminated across the team.

### **Working to develop self & leading others through change**

- To behave with all staff in a manner which creates and maintains a positive culture, providing challenge effectively if this is not demonstrated by others.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams to develop a positive culture where achievements are recognised.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.
- Clarification of school based and central services, ensuring that the right processes are delivered in the right places.

### **Other Duties**

- Form positive professional relationships and work in partnership with colleagues throughout the Trust.
- To willingly engage with CPD and training as required by DDAT.
- To treat all aspects of the role with the strictest confidentiality.

- Be aware of and comply with policies and procedures in relation to child protection, health, safety and security, confidentiality, equality and diversity, and data protection, reporting all concerns to the COO.
- Assurance of emergency planning and business continuity.
- Any other duties that are reasonably required by DDAT.

In addition to the above, the post holder is required to perform such other duties consistent with the purpose of the job, as required by the Trust. This job description is a guide to the major area and duties for which the jobholder is accountable. However, as the Trust develops the jobholder's obligations may vary and develop.

**Signed by:**

**Print name:**

**Date:**



# Person Specification

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Attributes	Essential	Desirable
Qualifications, Training and Competencies	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• CIPD qualified</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s Degree</li> <li>• Management Qualification</li> </ul>
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Minimum of 5 years’ experience at a senior level within Human Resources</li> <li>• Management experience in the public and/or private sector</li> <li>• Experience of policy development</li> <li>• Working Knowledge of Employment Law</li> <li>• Understanding of best practice</li> <li>• Proven record of successful consultations with of Trades Unions and experience of relationship management with Trades Union representatives</li> <li>• Experience of delivering training, mentoring staff and use of training administration, practice and management</li> <li>• Experience of managing TUPE processes</li> <li>• Experience of developing strategical HR planning processes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of educational system and environment</li> <li>• Experience of training delivery</li> <li>• Knowledge of Education pay and conditions</li> <li>• Education, employment and training systems and/or other issues relevant to young people</li> <li>• Knowledge of computer software, databases and internet</li> <li>• Commercial knowledge</li> <li>• Knowledge of TUPE procedure and legislation</li> </ul>

	<ul style="list-style-type: none"> <li>• A sound understanding of</li> <li>• Equality and Diversity</li> </ul>	
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent Leadership skills</li> <li>• Ability to motivate a team</li> <li>• Interpersonal and communication skills</li> <li>• Planning and organising</li> <li>• Build credible relationships at all levels</li> <li>• Negotiation, consultation and influencing</li> <li>• Ability to challenge appropriately at all levels</li> <li>• Commercial awareness</li> <li>• Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines</li> <li>• Interviewing</li> <li>• Report Writing</li> <li>• Maintain confidentiality</li> <li>• Diplomacy, tact, and negotiation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Administration</li> </ul>
Disposition/Attitude	<ul style="list-style-type: none"> <li>• Self-motivation and good time management</li> <li>• Commitment and enthusiasm to Academy development</li> <li>• Team worker who can also work on own initiative</li> <li>• Driving licence and use of own car</li> <li>• Ability to occasionally attend evening meetings as required.</li> <li>• Approachable and friendly</li> </ul>	

**Terms and Conditions**

The employer for this post is Derby Diocesan Academy Trust (DDAT)

This post requires the ability to travel and work directly with academies in the Trust across Derbyshire and Derby City and the base which is currently Bakewell.

An Enhanced DBS is required for this post.

# Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

## The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

## Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

## Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

## Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

## Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

## The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

## Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

#### **Selection for Appointment**

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

#### **Arrangements for Applications**

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.