

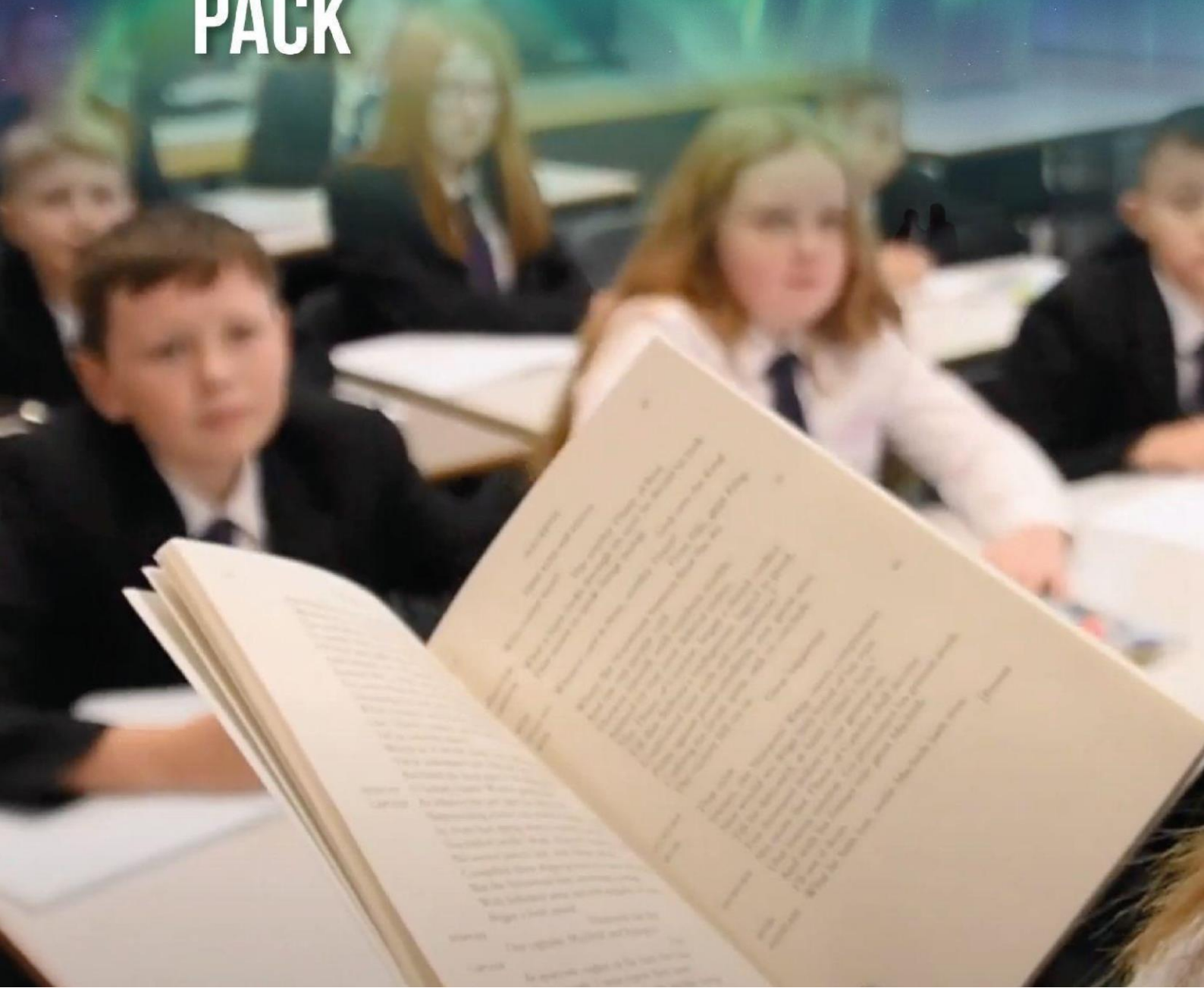


Northern  
Lights

LEARNING TRUST

DIRECTOR OF PEOPLE AND RESOURCE MANAGEMENT  
Trust Central Team

# APPLICATION PACK



# Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Hart Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Benedict Biscop CE Academy**  
Sunderland



**St. Helen's Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

*- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust*

## Welcome from the CEO

Thank you for your interest in the position of Director of People and Resource Management within Northern Lights Learning Trust.



We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3,000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities.

Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools across the North East. We play a system wide role in school improvement, ITT, AB, NPQs and CPD and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, *'I am proud to work for a forward-thinking Trust who put people development at the heart'*  
(Employee comment)

We have a pro-active approach to HR, understanding that this role is about developing and supporting our staff to be the best they can be. We know this ensures our pupils receive the best. We are looking for someone whose values align with us as a Trust. An experienced people professional, who can bring experience of supporting others in a collaborative way, with particular knowledge and expertise in education, would be ideally suited to this role.

This is a new role to our Trust and is an opportunity for the right person to shape this key service, to ensure our staff are well supported in their development. A collaborative approach is key to our culture, with a firm focus on both support and challenge. We believe our staff and schools shine stronger together and this role will be a key part in ensuring this happens.

If you would like a conversation in relation to the role, please get in touch with our Chief Operating Officer on email: [lisa.cockburn@nllt.co.uk](mailto:lisa.cockburn@nllt.co.uk)

Yours sincerely

Jo Heaton  
Mrs J. Heaton OBE  
Chief Executive Officer

## **DIRECTOR OF PEOPLE AND RESOURCE MANAGEMENT**

### **Northern Lights Learning Trust**

Permanent position required as soon as possible.

Salary: NJC SCP 31-36 (£37,261-£42,503)

Full Time/52 Weeks – *negotiable for the right candidate*

Green Book Pay and Conditions

Northern Lights Learning Trust is a growing cross-phase Multi Academy Trust across Wearside and Teesside with a DfE Teaching School Hub & DfE Early Years Hub.

As a growing Trust we are looking to expand our Central Team and are recruiting an HR professional to join the Central Education Team. Applicants should have significant experience in HR management, ideally gained within an education or Local Authority setting. Experience of casework such as responding to initial HR queries, recruitment processes, flexible working requests, TUPE, absence management, disciplinary investigation processes and payroll processing and queries will be advantageous.

The Director of People and Resource Management will be an important new position to the Human Resources and People Development Team within our Trust and will report to the Chief Operating Officer. The successful candidate will be based in our Central Office, Lighthouse View, Spectrum Business Park, Seaham, SR7 7PR, with a proportion of their time spent in schools, as required.

#### **Do you...**

- Have a passion for human resources and people development?
- Have experience in HR within schools or Local Authority?
- Keep up to date with the latest research and evidence?
- Want to support the Trust in driving organisational change?
- Enjoy being innovative and creative?
- Want to make a real difference in the health and well-being of our staff?
- Champion stronger working practices and employee voice?
- Want to be part of a growing organisation that sits within the wider school system both regionally and nationally?
- Have high expectations of yourself and others and enjoy working collaboratively?
- Know how to provide support and challenge in a developmental culture?

If so, we would really welcome your application

### **In return you will receive:**

- Competitive salary
- Local Government Pension Scheme
- NJC Terms and Conditions.
- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications/training.
- A forward-thinking employer with a positive organisational culture.
- The opportunity to work as part of a growing Trust and shape this new role.
- A trust that embodies its values of Support, Integrity, Pride, Community and Voice of the Child.

### **Closing Date:**

**Closing date:** Monday 5<sup>th</sup> June 2023 at 12p.m.

**Shortlisting date:** Week beginning 5<sup>th</sup> June 2023

**Interview date:** Week beginning 12<sup>th</sup> June 2023

### **How to apply:**

Applications should be returned marked F.A.O. Lisa Cockburn (COO) to [info@nllt.co.uk](mailto:info@nllt.co.uk) or by post to Emily Sanger, HR Assistant, Northern Lights Learning Trust, Spectrum Business Park, Building 2, Lighthouse View, Seaham SR7 7PR.

Applications will only be considered on receipt of a completed NLLT application form, CVs and other forms will not be accepted.

To arrange an informal discussion or for further information, please contact Lisa Cockburn (Chief Operating Officer) via email to [lisa.cockburn@nllt.co.uk](mailto:lisa.cockburn@nllt.co.uk)

## DIRECTOR OF PEOPLE AND RESOURCE MANAGEMENT

### Job Description

**Post:** Director of People and Resource Management

**Responsible to:** Chief Operating Officer

**Salary Band:** NJC SCP 31-36 (£37,261 - £42,503)

**Working Pattern:** 37hrs/52 weeks (negotiable for the right candidate)

**Pay and Conditions:** NJC Pay & Conditions

**Pension:** Local Government Pension Scheme

#### **Key purpose of the role:**

Work closely with the Chief Operating Officer and wider people team to provide first line support for Central Team, Head Teachers, Senior Leaders, school staff, Trustees and Governors of the Trust. This will include supporting recruitment processes and queries, flexible working requests, initial investigations and absence management, payroll processing and quality assurance of HR functions.

#### **Duties and Responsibilities:**

- To support the development of a high-quality cost-efficient HR and payroll function to support schools and the Trust overall.
- Provide a proactive and professional HR service, offering operational support and advice on first line employee relations matters; advising on policy and procedures.
- Support the COO with the review of people related policies and procedures, developing templates and documentation to maintain a consistent and up to date approach.
- Line management responsibility, including appraisal and CPD, of HR Admin Assistant.
- Support the recruitment and selection processes for the Trust, induction and administrative life-cycle for employees.
- Develop and deliver HR related CPD for wider people teams across the Trust, contributing to the professional development of key employees in schools.
- Provide professional advice on recruitment; supporting Head Teachers and business leads with advertising, interview arrangements, new starter processes, pre-employment checks and induction, where required.
- Provide advice and support to Head Teachers on absence management, to allow them to monitor sickness absence in accordance with Trust policy.
- Monitor and report on absence management statistics across the Trust, identifying trends to provide accurate and timely reports to the COO.
- To provide professional advice and guidance on contractual terms and conditions of employment for teaching and non-teaching staff across the Trust.
- To support the COO with organisational change procedures, including TUPE and restructuring processes where required.
- To lead quality assurance on all people related procedures across the Trust, providing challenge where required,

- To monitor the HR workload of the people teams across the Trust to ensure robust procedures are followed in respect of recruitment including safeguarding and pre-employment checks, DBS, Right to Work in the UK, Agency and Casual Workers.
- To maintain up to date knowledge of sector guidance on employment status, rights and regulations; sharing that knowledge, research and evidence in a timely manner to inform working practices for the Trust.
- To drive an ethos of support, collaboration and partnership across the Trust.
- To oversee annual processing of maintenance routines for payroll including incremental changes, pay awards, year-end procedures and associated administration of such.
- To oversee and support the input and processing of accurate payroll information for new starters, changes, overtime, mileage claims, paid/unpaid leave of absence, sickness and recovery of overpayments.
- To develop and maintain strong working relationships internally and externally including with outside agencies and professional organisations i.e. Trade Unions, Legal advisors, Local Authorities, Health professionals etc.
- To support the health, safety and welfare of all employees to foster a positive culture of open discussion and trust-based relationships. This may include completion of personal risk assessments where appropriate, referral to external agencies such as Occupational Health, counselling, coaching or physiotherapy and obtaining legal or medical advice where required.
- To work intensively in identified schools, if required, to support the leadership of the school to improve working practice and professional outcomes linked to HR.
- To support internal/external audit processes to provide assurances that internal controls remain robust and reliable.
- To represent the Trust at events or meetings in the wider educational system.

### **Health and safety**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes cooperating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person Specification

### Director of People and Resource Management

CATEGORY	ESSENTIAL	DESIRABLE	CRITERIA ASSESSED
<b>Application</b>	1. Well-presented application form.		Application form
<b>Qualifications</b>	1. CIPD certificate in People practice (or equivalent Level 3 qualification in a relevant subject) 2. Hold or be willing to work towards CIPD level 5 qualification in people management.	1. HR degree or CIPD Level 5 Diploma 2. Level 5 Leadership and Management qualification. 3. Level 7 CIPD Diploma qualification.	Certificates Application form
<b>Experience</b>	1. Working as an HR manager or HR role with experience of first line HR casework including absence management procedures, flexible working and initial disciplinary investigations. 2. Experience in advising on HR policy and procedures to internal and external stakeholders. 3. Demonstrable experience of GDPR legislation and confidentiality understanding. 4. Experience of using/developing robust HR/Payroll systems and processes. 5. Experience of administrative HR procedures involved during the lifecycle of employees. 6. Experience of maintaining and analysing data to provide statistical reports.	1. Experience of working in education. 2. Experience of working in Local Authority or public sector HR (preferably schools). 3. Experience of working in partnership with external agencies including Trade Unions. 4. Experience in delivering CPD. 5. Experience of working with and supporting senior leaders, school governors and committees. 6. Awareness of and the ability to advise on Local Government Terms and Conditions and School Teachers' Pay and Conditions.	Application form will assess:  Essential: 1, 2, 3, 6, 7, 9 Desirable: 1, 2, 5, 6  Other criteria assessed through:  Interview, case study/in-tray exercise or references



	<ol style="list-style-type: none"> <li>7. Experience supporting others to maintain and improve practice, including providing CPD on people related processes.</li> <li>8. Successfully designed or implemented a quality assurance system that demonstrates impact.</li> <li>9. Experience of maintaining knowledge and Continuous Professional Development.</li> <li>10. Experience of dealing with conflict.</li> <li>11. Line Management of staff, including job allocation and performance management appraisal where applicable.</li> </ol>		
<p><b>Skills and Knowledge</b></p>	<ol style="list-style-type: none"> <li>1. Awareness and understanding of HR policy and practice, legislation and guidance.</li> <li>2. Excellent interpersonal, communication and presentation skills.</li> <li>3. Knowledge of recruitment and selection processes including requirements of KCSIE.</li> <li>4. Knowledge of contractual terms and conditions.</li> <li>5. Excellent organisational and problem-solving skills.</li> <li>6. Strong IT skills including use of Microsoft Office</li> </ol>	<ol style="list-style-type: none"> <li>1. An understanding of external bodies and agencies relevant to education.</li> <li>2. An understanding of the professional standards expected within educational settings.</li> <li>3. Experience of using cloud-based payroll packages.</li> <li>4. An understanding of the education sector climate and external demands.</li> <li>5. A valid driving licence.</li> </ol>	<p>Application form will assess: Essential: 1, 8, 11 Desirable: 3, 5</p> <p>Other criteria assessed through: Interview, case study/in-tray exercise or references</p>

	<p>packages, virtual and online platforms.</p> <ol style="list-style-type: none"> <li>7. Ability to manipulate reports to analyse data and identify trends.</li> <li>8. Ability to interact with an influence a wide range of people at all levels of the organisation.</li> <li>9. Experience of supporting the health and wellbeing of others.</li> <li>10. Ability to prioritise, work to conflicting priorities and work autonomously.</li> </ol>		
<b>Personal Qualities</b>	<ol style="list-style-type: none"> <li>1. Supportive of the Trust's ethos and aims and understands the Trust as one organisation.</li> <li>2. Ability to work with a range of colleagues and professionals to provide support and challenge.</li> <li>3. Hardworking, energetic and enthusiastic.</li> <li>4. A willingness to work flexibly and respond to change.</li> <li>5. To uphold confidentiality at all times.</li> <li>6. Proactive and self-motivated.</li> <li>7. Work well within a team</li> <li>8. Commitment to collaboration and partnership working.</li> <li>9. Be committed to encouraging diversity</li> </ol>		<p>Application form will assess Essential: 2</p> <p>References will assess: 3</p> <p>Other criteria assessed through: Interview</p>
<b>Other</b>	<ol style="list-style-type: none"> <li>1. Satisfactory references</li> </ol>		References and DBS certificate