



HR Advisor - JOB DESCRIPTION

Reporting To: Headteacher

Pay Scale: TEAL Associate Staff Payscale, Point 25

Job Purpose:

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

The HR Advisor is responsible for leading the provision of a high quality, efficient day-to-day HR service.

The HR Advisor is responsible for ensuring the school delivers a high-quality and effective service across the full spectrum of HR related activities including the recruitment, selection and onboarding of new staff, employee records management, employee relations, learning and professional development and the offboarding of staff leaving TEAL.

The HR Advisor is responsible for providing advice and guidance to key stakeholders in line with School and TEAL policies and procedures, including (but not limited to) absence management, disciplinary, grievance and performance management matters, ensuring efficient and effective processes are undertaken and a professional service is maintained for all areas. seeking advice and escalating issues where appropriate.

Key Responsibilities: Specific

Management and Supervision

- Oversee, manage and review the workload of direct reports, ensuring that work is fairly distributed and that it is accurate, appropriate, meeting timescales and deadlines, professional and in line with expectations.

Employee Relations

- Respond to queries via the telephone, in person or in writing, giving advice and guidance in line with the relevant policies, procedures and terms and conditions of employment, seeking advice and escalating issues as appropriate.
- Support managers with employee relations casework including disciplinary and grievance investigations and attendance at hearings, in line with trust policies and procedures.
- Monitor staff absences, self-certification, and fitness for work certification and return to work interviews ensuring full compliance of both staff and line managers.
- Monitor whole staff absence, identifying staff who have hit trigger points in line with TEAL’s Health and Wellbeing Policy and Procedures.
- Attend monitoring meetings, supporting line managers to ensure they have effective conversations with staff who have hit a trigger and that appropriate improvement plans are put in place to improve attendance at work.
- Undertake absence related referrals to Occupational Health as and when required.
- Ensure Family Leave and Special Leave guidelines are implemented correctly and regularly monitored.
- Support leaders in implementing HR policies and procedures safely and effectively, through the provision of advice, guidance, support and intervention, and training delivery.
- Support leaders in implementing organisational changes, providing accurate staffing and redundancy information, supporting with compiling management reports and supporting consultation exercises as and when required.

Recruitment, Selection, Onboarding

- Ensure recruitment campaigns are compliant with TEAL’s Recruitment and Selection Policy and Procedure at all times, with a particular emphasis on KCSiE Safer Recruitment guidelines.
- Work with senior leaders, hiring managers and HR colleagues to draft engaging and legally compliant job descriptions and person specifications, providing templates and advice as required.
- Oversee recruitment activities, ensuring they are managed in a way which provides candidates with a professional, transparent recruitment and selection experience, and where hiring managers are confidently able to assess candidates against the criteria in an effective, auditable way.
- Coordinate TEAL’s Job Evaluation Scheme, ensuring all new roles have been consistently evaluated, ratified, logged and saved on file for future use.
- Responsible for the quality checking of recruitment marketing materials including advert wording, job descriptions, person specifications and applicant packs.
- Ensure all relevant pre-employment vetting checks have been conducted in line with KCSiE Safer Recruitment Guidelines, communicating to hiring manager’s where checks are outstanding and ensuring candidates do not commence employment/training until all vetting checks have been completed.

Employee Record Management

- Support the continued development of our HR / Payroll systems to increase the efficiency of the service
- Responsible for ensuring the schools single central record is accurate and up to date, in line with KCSiE guidelines and TEAL templates and guidance.
- Responsible for ensuring the single central record guidance is disseminated to and is followed by schools (e.g. professional visitor, contractor, other visitor and agency processes).
- Monitor Special Leave requests to ensure TEALs policies are being applied fairly and consistently, highlighting issues to the appropriate HR Colleague/Headteacher.

Other

- Contribute to the successful implementation of projects, gathering data, analysing and recommending appropriate actions, delivering agreed actions to a high quality standard in a timely, responsive and organised way, ensuring the HR service meets and exceeds expectations.
- Maintain an up to date knowledge of employment law, Disclosure and Barring Service requirements and KCSiE Safer Recruitment legislative, statutory and specific requirements, ensuring that practices, documentation, systems and processes adhere to legislation and statutory guidelines and requirements.
- Develop, maintain, review and improve HR processes to ensure a high quality service is consistently provided to stakeholders.
- Provide accurate workforce reports on an ad hoc basis alongside regular key performance indicator monitoring and review cycles.
- Deliver training and briefings to leaders to enable them to confidently and effectively manage and lead others in line with the ethos, values, policies and procedures of the school and TEAL.
- Oversee the exit interview process, escalating any identified issues to the Headteacher where necessary.

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Leadership Qualities - Values and Behaviours Framework

Value's	Behaviours
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	• Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	• Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	• Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	• Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.