



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service



RECRUITMENT PACK

**Federation
Head of Human
Resources**

February 2023

**Federation Head of
Human Resources
Based across all sites,
Within City of Westminster Local Authority**



£53,109 - £72,669 per annum

We are currently a federated group of two special schools with aspirations of growth in the coming months. Our schools being the Queen Elizabeth II Jubilee School (For Children and Young People (CYP) with severe or complex or profound and multiple learning difficulties where the majority of CYP are not engaged in subject specific learning), and College Park School (For CYP with autism and complex learning needs within the severe range. CYP may also present with associated behaviour difficulties linked to their autism), this is complimented by the Bi-borough Inclusion Service. The Federation was created in January 2012 between the two special schools, and during that time, we have developed our Bi-borough Inclusion Service (previously known as Training and Outreach) and expanded its service to Kensington and Chelsea, offering training, advice and support to mainstream schools.

We are seeking to appoint a dynamic and experienced Federation Head of Human Resources to provide leadership for the schools' HR functions as we are currently in a growth stage and are therefore creating a professional business support service in finance and human resources. The Federation Head of HR will oversee, and line manage our HR/Admin team and will be reporting directly to the Federation Business Manager.

As our HR lead you will be responsible for providing the effective operational and strategic HR function for the school and will therefore bring extensive experience as either a senior HR Manager or Head of HR, having previously been responsible for core HR functions.

You will be charged with leading and directing on all Human Resources matters across our schools and the Bi-Borough Inclusion Service (BIS) including the recruitment of both teaching and support staff, employment contract management and employee relations, in conjunction with the Westminster City Council (WCC) HR Department and external HR providers.

To assist the Federation Business Manager in the overall management and administration of the group of Schools and BIS, taking specific responsibility for Human Resources matters and providing strategic guidance and ensuring compliance with legislation, policy and procedures and to optimise the performance of the support services.

We are looking for someone with a proven track record in design and delivery of people and organisation development strategies as you will support the implementation of key strategic objectives, through the provision of expert professional advice.

With your strong interpersonal skills, you will bring the ability to empower staff to fulfil their potential, using coaching and influencing skills to drive employee engagement and manage change.

The ideal candidate will be CIPD qualified at level 7 or studying towards this level, with experience in a senior HR management role, preferably in a school or education setting; bringing with them strong knowledge of employment law and its application, in an educational environment.

The Federation of Westminster Special Schools offers:

- The opportunity to work in schools that are truly making a difference to the lives of children, often overlooked in mainstream education
- A comprehensive programme of professional development for staff at all levels
- The opportunity to work with colleagues who have a passion for what they do
- Competitive pay and an excellent local government pension scheme
- The opportunity to work flexibly, when possible
- 30 days annual leave, excluding bank holidays

If you are looking to extend your experience and would be interested in joining our team, we would be delighted to hear from you.

FWSS is committed to safeguarding and promoting the welfare of children and equality and diversity in all aspects of employment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to online searches as part of our due diligence.



About Us

The highly specialised work of the Federation is accomplished through the dedication, skill and flexibility of a very committed 200 staff. We are passionate about ensuring all our children and young people receive the best opportunities we can provide. We are also committed to helping them achieve their best in terms of their learning, independence and confidence and to support and prepare them for the next step in their education and for adult life. We do this in partnership with the many professionals and other organisations that we work with but, most importantly, we aim to work in close partnership with parents and carers who know their children best.

The Federation of Westminster Special Schools and Bi borough Inclusion Service is made up of two all age 4-19 special schools; College Park School and Queen Elizabeth II Jubilee School, and the Bi-borough Inclusion Service which delivers specialist support to pupils with SEND in mainstream educational settings. Together we are an aspirational learning community, and we embrace and respect the diversity and uniqueness of our inner/central London communities.

Our Mission:

We are committed to transforming the lives of children and young people with SEND in our communities and beyond, through the delivery of innovative specialist education. We strive to deliver a personalised and meaningful curriculum so that our pupils build cultural capital and are equipped to transition to their next stage in life with the confidence, skills and knowledge they need to thrive, as healthy and engaged individuals to achieve success, and prepare them well for adulthood.

Our Vision:

To deliver high quality, innovative and creative education and support, inspiring all who work and learn with us to aspire to excellence. We aim for all children and young people to be happy, and to flourish, leading as full, interesting and independent lives as possible.



Our Values:

Integrity, Respect, Ambition, Perseverance, Collaboration

We achieve our mission and vision by:

- Embracing and respecting the diversity and uniqueness of our inner/central London communities valuing the contribution of everyone we work and learn with
- Promoting creativity and innovation through research and collaboration
- Creating learning environments which are safe, engaging, motivating and purposeful
- Recruiting the best and investing in professional development for our staff teams
- Promoting high standards of learning and teaching and leadership, through self-evaluation and shared accountabilities for continuous school improvement
- Ensuring the most effective use of resources for the benefit of the learners
- Partnering with parents, families and professionals both within and beyond our organisation and local community
- Preparing our learners to become valuable members of society leading as full, interesting and independent lives as possible
- Working in partnership with our stakeholders to ensure everyone achieves their best





Job Description

Job Title	Federation Head of Human Resources
Line Manager	Federation Business Manager
Grade	Band 4 Points 1 – 7 (£53,109 - £72,669)
Location	College Park School and QE2 Jubilee School
Hours	36 hours: Full Time: All Year Round (negotiable for the right candidate, we will consider term-time only plus additional weeks to cover work needed.)
Hours of work	8:00am – 4:00pm <i>The hours of work can be flexible and, where appropriate, working from home (in moderation) can be considered for the right candidate.</i>
Supervisory responsibility	Management of the HR and administrative team; and conducting performance management of direct reports

Main Duties & Responsibilities

Human Resources

To undertake the duties of the Federation Head of Human Resources for teaching and support staff as specified below and to provide Human Resources service to the schools and BIS by:

1. Providing advice, guidance and direction to the FBM, Executive Head, Heads, FLT, SLT and the Heads of Departments/Services as we grow regarding HR matters affecting teaching staff, including input to HR strategy, as required.
2. Providing advice, guidance and direction to the FBM, Executive Head, Heads and Section Heads regarding HR matters affecting support staff.
3. To lead, manage and set the strategic direction for a central HR Business Services Team, to provide a seamless and consistent service across all sites within the Federation.
4. Ensuring compliance with all relevant HR legislation and WCC and Federation policies in the recruitment, training and performance management of teaching and support staff. Ensuring effective medical, secretarial, technical, and other support to the Schools and BIS.
5. To advise the FBM, Executive Head and Heads on all staffing matters, including leading the recruitment process.
6. To maintain the salary database for all staff and make recommendations for change whenever necessary to both the FBM, Exec Head and Heads.
7. To manage the administration of iTrent system, oversee personnel and payroll documentation and staff files including salaries and allowances.
8. To monitor the effective management of sickness absence for support staff, and in conjunction with Heads, the support/advice on the management of sickness absence for teaching staff.
9. To ensure appropriate and regular communication with all staff on HR matters.

10. In line with Safer Recruitment guidance, to manage the recruitment and selection of support staff, and oversight of the advertising of all staff vacancies. To maintain the recruitment policy ensuring it reflects changes to legislation. To maintain own accreditation to act as the safer recruitment member of interview panels.
11. To maintain and review the school's Single Central Register (SCR), ensuring compliance with DfE/Ofsted guidelines, keeping abreast of changes to requirements and their impact on the Single Central Register. Communicating with appropriate staff with regards to changes in procedure where required. To ensure personnel records are kept electronically and are accessible to internal and external audit.
12. To keep up to date with employment legislations in as far as it applies across the Federation, and brief members of FLT/SLT of key changes, as required.
13. To manage training needs for all non-academic staff including induction, running appropriate training courses on safeguarding and schools specific health and safety. To contribute to the induction of teaching and support staff. To oversee/devise an appropriate middle management development programme.
14. To act as the school's EDI champion.
15. To coordinate the non-academic staff annual appraisal scheme together with the Business Manager.
16. To liaise with the Senior Finance & Payroll Officer regarding changes in headcount, payroll and associated budget implications.
17. To work with the FBM/Exec Head/Heads in monitoring and assessing staff utilisation rates and other appropriate KPIs. To develop a dashboard of key HR metrics and to regularly update the FBM/Exec Head, Heads and SLT.
18. To support the EHT/FBM in developing, managing and implementing the group's strategic people vision and strategy in line with the values of the Federation of Westminster Special Schools.
19. To constantly review our internal processes, provide streamlining and adoption of LEAN principles where applicable, whilst adhering to GDPR regulations.
20. To ensure that all information is in place for HR and administrative audits and prepare response audit reports, introducing new procedures to implement recommended changes.

Other Responsibilities

1. Line management, appraisal and development of the HR Team and School Reception/Admin roles.
2. To liaise with the other WCC departments and other external organisations.
3. To produce and update process guides for HR administrative tasks/processes.
4. To keep the FBM/Exec Head, Heads informed of the issues that should be brought to their attention and communicate with staff on Human Resource matters.
5. To prepare reports for the FBM, Exec Head, Heads for presentation at the Board of Governors.
6. To represent the schools on WCC and other committees/user groups, as required.

7. To attend all support staff Heads of department meetings, disseminating policy/information to support staff as appropriate.
8. To compile internal statistical reports for WCC, FBM, Exec Head, Heads including external returns for the Department for Education (DfE), and other external bodies as required.
9. To assist the FBM, Exec Head, Heads as required.

Other Points

1. Actively seek to implement the WCC Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
2. Actively seek to implement the WCC Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
3. To undertake any other duties that may reasonably be requested appropriate to the grade
4. To comply with the WCC Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager of any significant budget variance in a timely manner and taking appropriate corrective action

Revision of Job Description

1. According to the development and requirement of the schools, job descriptions may be reviewed and updated periodically after consultation with the job holder.



Person Specification



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Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Criteria	Essential	Desirable	Evidence
A. Qualifications and Experience			
CIPD (Chartered Institute of Personnel and Development) level 7 or suitable HR Degree (A,I)		√	Qualifications Certificate Application form Interview
Evidence of Chartered Member Level (A,I)		√	
Significant experience in HR, preferably in an education environment (A,I)		√	
A. Experience			
Significant and demonstrable experience at a senior level within Human Resources leading on change management strategies in line with organisation goals and objectives (A,I)	√		Application form References Interview
Experience of people management, including setting targets across varied and complex programmes of work and motivating, supporting and developing individuals (A,I)	√		
As recruitment lead expected to have a knowledge of right to work legislation to support recruitment processes, including awareness of government legislation around fair recruitment practice (A,I)	√		
Knowledge of ACAS and best practice approaches of all elements in HR including recruitment and employment legislation and ensure consistency and advice is followed, including using ACAS advice in recommendations to the Federation Leadership Team (A,I)	√		
Substantial and demonstrable experience of prioritising and managing a varied workload with multiple deadlines, meeting deadlines and achieving required outputs (A,I)	√		
Experience of using HR databases and systems, procuring new systems and negotiating contracts (A,I)	√		
Leading change programmes and project management (A,I)	√		
Significant, high-level experience of conducting meetings and engaging senior internal and external stakeholders uniting them and engaging them around a common goal (A,I)	√		
Proven ability in numeric reasoning with demonstrable budget management experience (A,I)	√		
Significant, high-level experience of making high-profile presentations to senior audiences (A,I)	√		

A. Skills and Knowledge			
Demonstrable excellent knowledge of generic HR best practice (A,I)	√		Application form References Interview
Ability to interpret legal and statutory requirements (A,I)	√		
Excellent knowledge of employment law and safer recruitment requirements (A,I)	√		
Detailed understanding of data protection and confidentiality (A,I)	√		
Effective planning and organisational skills with the ability to multitask and adapt to changing priorities (A,I)	√		
Excellent written and verbal communication skills (A,I)	√		
Strong interpersonal skills demonstrating diplomacy and discretion (A,I)	√		
Effective influencer (A,I)	√		
Strong working knowledge of Microsoft Office (A,I)	√		
Use initiative and act independently (A,I)	√		
A. Personal Attributes			
Ability to form positive working relationships with staff at all levels (A,I)	√		Application form References Interview
Emotionally intelligent, confident, and decisive (A,I)	√		
Ability to work under pressure and prioritise effectively (A,I)	√		
Professional integrity and high level of confidentiality (A,I)	√		
Excellent attention to detail (A,I)	√		
Prepared to challenge constructively and be solution focused (A,I)	√		

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Recruitment Process

ACTIVITY	DATE
Closing date for applications	12.00pm on 26 th February 2024
Shortlisting decisions	29 th February 2024
Interviews at QEII Jubilee School (in person)	14 th March 2024

How to Apply

To apply, please email us your CV, Application Form and Covering Letter of no more than 2 pages to fowrecruitment@hrconnect.org.uk by the 26th of February, 2024 at 12:00pm

The Federation's commitment to Safer Recruitment

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake. The Federation takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils, the Federation is committed to a thorough and consistent Safer Recruitment Policy. This policy is based on statutory legislation including The Children Act 1989 (and 2004 amendment), the Department for Education's (DfE's) statutory guidance Keeping Children Safe in Education 2020 and Working Together to Safeguard Children (2018), the Safeguarding Vulnerable Groups Act 2006 (Schedule 4) and the Governance Handbook.

The Federation will obtain enhanced DBS checks as follows for new appointments, before the employee or volunteer starts work: In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS certificate has been received, but not before the children's barred list check and risk assessment has been completed. The Federation must ensure that appropriate supervision is in place until the DBS check has been received. DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central

Record (SCR). Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Federation and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in Federation. Information relating to an individual's criminal record will only be shared with the relevant people to enable the Federation to decide about their suitability to work with children and young people. It will be held for no longer than is necessary and will be processed in line with the Data Protection Act 1998.

The Federation will ensure that appropriate checks are carried out to establish that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the Single Central Record and an individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought. Current arrangements require staff to disclose information that may disqualify them under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. This is done at the start of the academic year and on an annual basis. Any information disclosed is then recorded on the Single Central Record.

