



**SECAT**

Southend East Community Academy Trust

**DIRECTOR OF  
HUMAN RESOURCES**

September 2022

# WELCOME

Since SECAT was established in 2016, it has developed beyond all recognition – but always with the focus on improving outcomes of our children and the lives of both our children and families.

We are a family of 6 successful schools all within our joint local community, served by staff who are passionate about engaging children in their learning.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

I look forward to meeting you and to working with the successful candidate to serve our local community and securing the best possible outcomes for our children and young people.

With very best wishes,

*Ruth Brock*



# MISSION, VISION AND VALUES

We are a community of schools working in partnership, sharing resources and ideas to provide a rounded and inclusive education to our pupils who range from the age of 3 through to 18.

We work towards enhancing the life chances and prosperity of our pupils and to equip them for adult life. Whilst keeping each school's individual character, we encourage our staff to share best practice and knowledge to further benefit our pupils.

We are passionate about educating and encouraging our pupils to become active, successful citizens and to have the confidence to meet any challenge they face.

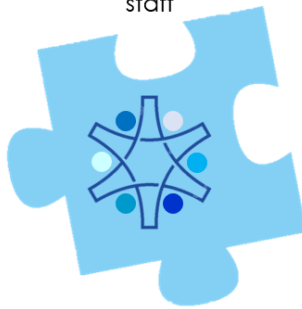
To encourage kindness, integrity, and a positive mindset

To do our best every day

Valuing the diversity and qualities of our students and staff

Ensuring everyone feels appreciated and supported

Recognising and celebrating behaviours that lead to progress



Building strong schools  
Building strong partnerships  
Building strong communities

SECAT

# SECAT'S WORK

SECAT is a medium to large size multi-academy Trust that has been in operation since 2016. Our schools all serve the local community of Shoeburyness which accommodates children and families with the lowest and the highest deprivation indicators. All schools are within 1.5 km of each other, and our large secondary school and 6th form, accommodates a large majority of our primary school leavers, as well as many others locally.

We pride ourselves on being inclusive and have worked hard to ensure we offer equality of provision for our diverse community. Each school is, rightly, very different – because they work with their local families and address the needs of those families and pupils in a unique way.

SECAT has come a long way since it first started. We are committed to reducing bureaucracy and ensuring that our professional Headteachers and school staff are enabled to concentrate on what they do and know best – education of children in its very widest sense. We have therefore, centralised our Finance, HR, ICT, Estates, Catering, Governance, and office structures.

Our Executive Team, includes the Chief Executive Officer, the Chief Operations Officer, the Deputy Chief Operations Officer, the Director of Education, the Communication Lead, the Southend PE and Sport Manager, Estates/ICT/HR/Governance/Catering Managers, our Headteachers, and of course the Director of Education.

The Trust Board is a group of professional, highly motivated and committed personnel with a variety of skills and wide experience. A strong chair from the local community is very ably supported by experienced Committee Chairs and a Governance Manager. Each of our schools also has a local Academy Committee whose responsibilities include safeguarding, school improvement, monitoring the budget and holding the Headteacher to account.



SECAT

# OUR PLEDGE

The schools in the SECAT Trust are committed to making the all through years of our children's education inspiring and memorable, equipping them for their future. The SECAT Pledge is an important part of that commitment.

Staff from across the Trust come together regularly to establish a shared curriculum which aims to enable access to learning for all pupils. The Trust places high importance on all aspects of learning, including emotional, creative, social, cultural, moral education, wellbeing, mental health, academic progress and attainment. Our shared curriculum is designed to provide rich opportunities for learning and exploration of our SECAT ethos. 'Building Strong Schools, Building Strong Communities, Building Strong Partnerships'.

A full education is made up of a variety of life enhancing experiences. Ones that remain with the child throughout and prepare them well for the next stage of their education or life. We have developed a programme of activities within each school in which every pupil will have the chance to participate in "The SECAT Pledge" and which will build on their previous experiences. Often, these experiences will be linked to the curriculum theme, the time of year, the local community or on National events. We cannot forget however, that often they are simply life experiences which can be rich and fulfilling.

Despite being only 1.6 miles apart from any other of our schools, each school in SECAT, has its own unique community . We want to retain that.

SECAT

# STRATEGIC PLAN



[The strategy in full can be viewed on our website.](#)

# DIRECTOR OF HUMAN RESOURCES

<b>Job Title:</b>	Director of Human Resources
<b>Responsible to:</b>	Chief Operating Officer
<b>Liaison with:</b>	CEO, COO, Executive Team (ET) including Headteachers and Central Team, Academy Committees, Trust Board Committee
<b>Location:</b>	SECAT Central Team
<b>Pay Range/Salary:</b>	Level 13 (salary range £77,891 to £87,778)
<b>Start Date:</b>	January 2023 or earlier
<b>Contract Type:</b>	Permanent, Full Time (52 weeks)
<b>Hours per week:</b>	37 hours
<b>Application Closing date:</b>	Monday 26 September 2022 Midday
<b>Date of Interview:</b>	30 September 2022

Southend East Community Academy Trust (SECAT) is seeking to appoint an experienced Director of Human Resources to strategically develop and lead the delivery of people management across the Trust.

For further information regarding this role please contact Ben Stickley, Chief Operating Officer on 01702 580463 or [benstickley@secat.co.uk](mailto:benstickley@secat.co.uk).

**SOUTHEND EAST COMMUNITY ACADEMY TRUST****Director of Human Resources**

<b>Post Title:</b>	Director of Human Resources
<b>Salary:</b>	Level 13
<b>Hours:</b>	Full Time: 37 hours per week; 52 weeks per year
<b>Responsible to:</b>	Chief Operating Officer
<b>Responsible for:</b>	Central HR Team

**Main Purpose of the job**

- To strategically develop and lead the delivery of people management strategies which support Southend East Community Academy Trust's aims.
- To provide professional HR skills, technical capabilities and, specialist knowledge, including employment legislation, integrity in decision-making and operational activity, and source external support and guidance for Trust leaders and the Trust Board.
- To lead the functional provision of advice and support to line managers across the Trust on a broad range of HR issues and disseminate good practice.
- To Develop and use analytics and trend analysis to help shape and influence HR strategies to support the Trust's objectives.
- To drive employee engagement and retention plans for the Trust, including the assessment, analysis and facilitation of plans to address employee turnover and workforce issues.
- To be responsible for the line management and development of the HR Manager and through them the wider HR team



## **Key duties and responsibilities:**

### **HR Strategy**

- Develop and implement the HR strategic aims of the Trust
- Lead on the approaches to staff pay, benefits, terms and conditions of service alongside the CEO and COO.
- Work to make the Trust an employer of choice.
- Play an integral part in the overall senior management of the Trust as a member of the Executive Leadership Team.
- Produce a regular HR data dashboard for the Trust and provide written and verbal HR reports to the CEO, the Trust's Board of Directors and its committees as required.
- Oversee the Trust position in relation to staff attendance, absence, turn over and vacancies.

### **Employee Relations Management:**

- To lead and manage strategically, all aspects of difficult and complex employee relations casework in areas such as, disciplinary, grievance, capability investigations, providing recommendations to the CEO and Headteachers and presenting cases to a hearing panel in accordance with the Trust's policies and procedures.
- To ensure that confidential, secure and accurate personnel records and systems are maintained across the Trust in accordance with approved regulations and practice.
- To ensure that all staff are made aware of current legislation and Trust policies whilst ensuring equality of opportunity.
- Provide the required HR support with internal staffing issues in liaison with Trust leaders.
- Coach Headteachers and Senior Leaders on complex leadership and HR issues including development and talent performance and issues which could have the potential to create a competitive advantage for the Trust.

- To oversee staff performance management process ensuring deadlines met, training needs identified and annual report presented to the CEO.
- To liaise with the central finance department and with payroll with regard to queries and processes

**Staff Recruitment & Induction:**

- To ensure schools across the Trust meets statutory employment obligations.
- Develop and maintain the Trust recruitment strategy and provide overall management of the process, collaborating with Executive Team to develop robust talent management plans to attract, retain, develop and engage talent in critical roles.

**Policies & Procedures:**

- To advise the CEO and Headteachers/Senior Leaders across the Trust on all policies and procedures falling within the remit of the post
- To lead on HR policies, recommending and influencing new approaches to policies and procedures to effect continual improvements to the development of HR within the Trust
- To be aware of changing employment legislation, new developments and innovations, and have an understanding in the field of Human Resources practices, to maintain high standards and contribute to the continuous improvement of service delivery.

**General**

- To adhere to the ethos and contribute to the overall purpose of SECAT, as set out in its strategic plan
- To develop effective professional relationships with colleagues, staff and stakeholders, such as Central Office Staff, Headteachers of Academies and senior leadership teams across the Trust
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to an appropriate person

- To assist staff with their enquiries and deal with routine telephone calls as required
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace.
- To deal with all HR related correspondence promptly as required
- To ensure that all Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.
- To participate in the performance management structure of the Trust as directed

The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO, to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)

## Director of Human Resources Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD qualification or Higher or Further Degree equivalent</li> <li>• GCSEs including English and Maths</li> <li>• High level of literacy and numeracy</li> <li>• Ownership and commitment to continuous learning and personal development</li> <li>• Chartered MCIPD</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered FCIPD</li> <li>• CIPD level 7 qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Managing computerised HR database and other office systems, using them to collate and analyse data</li> <li>• Excellent IT skills, to include word processing, Excel spreadsheet and other database</li> <li>• Senior and progressive experience providing guidance and influence to Executive and Senior Levels</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an education setting</li> <li>• Experience of tribunal management</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as a member of the team, actively promote teamwork and lead by example</li> <li>• Possess excellent communication skills (verbal &amp; written)</li> <li>• Proven ability to deal with a range of sensitive issues and to facilitate the resolution of any people problems</li> <li>• Excellent analytical and problem solving skills</li> <li>• Ability to manage workload and prioritise multiple tasks and projects</li> </ul>	

**Personal Qualities**

- Ability to influence a broad range of stakeholders to drive change.
- Tact and diplomacy to work with confidential information and build relationships at all levels within the Trust
- Commitment to high quality service delivery
- Proactive approach to work: being responsive, empathetic and supportive to all within the Trust
- Flexible to enable an efficient and responsive service at all times
- Hard working and enthusiastic, presenting a professional manner at all times
- Self-motivated
- Possess a sense of humour

# HOW TO APPLY

Please visit [www.secat.co.uk](http://www.secat.co.uk) to download an application pack and return completed forms to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



SECAT House, Delaware Road,  
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[www.secat.co.uk](http://www.secat.co.uk)

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