

FURTHER INFORMATION

Director of Human Resources

The College

The College is situated just outside Esher, in attractive grounds in Thames Ditton, and is well served by public transport. Thames Ditton rail station is two minutes' walk away and Esher rail station about 12 minutes. Both provide a direct link to central London. The core business of the College is the full-time education of 16-18 year old students, all of whom study level 3 courses. Within this context, the College has an inclusive, open access approach, recruiting students from over 115 different schools in North Surrey and the London boroughs, with a College roll of approximately 2050 students. The result is a rich and diverse student population. Applicants from the three most local postcodes, from schools without sixth forms in a defined geographical area and from siblings of current and former students all have guaranteed status. Incidentally, of all application categories, siblings consistently give us the highest conversion of applicant to enrolment. Those who know us best are most likely to come. All other applicants have open status and places are allocated by ballot.

The College has a strong reputation in the area and is highly over-subscribed, with applications closing nine months before enrolment begins. The College's popularity is principally based on academic achievement and successful progression, as well as a more mature and informal learning environment which lays the foundations for future success. Despite relatively modest entry requirements, it has an established track record in delivering impressive examination results. As a result, the College was judged 'outstanding' by Ofsted for all areas when recently inspected in September 2022. It is most pleasing that the report reflects the College that we all know well and is a fair reward for all the hard work that our staff have invested into the College and its community over the many years. Esher Sixth Form College is committed to:

- Creating a culture of high expectations and outstanding achievement for 16–19-year-olds
- Delivering high quality teaching and learning, tailored to individual learning needs.
- Developing a broad range of skills and experiences to ensure students fulfil their potential and progress to further study or employment.
- Promoting inclusivity, tolerance, and respect for others within a supportive and caring College community which values diversity
- Making a positive contribution to the wider community

The estate has benefited from significant investment over the last ten years or so and the result is a campus fit for the 21st century, with modern, specialist buildings and facilities. A new Study Centre and a Performing Arts block were opened for the start of the 2022/23 academic year and four temporary classrooms to help manage the College response to the increase in student contact time.

The Post

The Director of Human Resources is integral to establishing and maintaining a positive, compliant, and high-performing work environment within the college. This role is crucial in strategically navigating the HR department, ensuring that it not only aligns with legal and regulatory frameworks but also fosters a supportive and productive workplace culture. The Director of Human Resources is expected to balance numerous functions across diverse areas, including talent acquisition, team management, benefits administration, employee relations, and legal compliance.

In addition, the Director will play a pivotal role in strategic planning, ensuring that HR strategies not only align with but also drive organisational objectives, all while maintaining a keen eye on enhancing employee engagement, satisfaction, and development. The HR department is currently made up of a HR Manager, HR Officer and HR Administrator.

Hours:

This full-time post is 5 days per week. Working hours for this role are 36 hours per week, 8.45 am – 5.00 pm (Mon-Thurs) and 8.45 am – 4.45 pm (Fri) excluding lunch breaks. Flexibilities and adjustments can be discussed post the interview process.

Salary:

Salary will be £61,814 to £65,983 to per annum plus fringe area allowance of £1,147.00 depending on experience. We are awaiting a pending pay settlement between the NJC and Unison for the academic year 2023/24.

Annual Leave:

25 days (three days taken during Christmas closure) plus bank/public holidays for full time staff, increasing to 28 days after 5 years continuous service.

Completed application forms should be returned to:

The Human Resources Manager
Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB
Email: jobs@esher.ac.uk

Closing Date: 9.00 am Wednesday 1st November 2023

Interview Date – To be confirmed, during week commencing 6th November 2023

