



JOB DESCRIPTION

Job Title: Director of Human Resources

Line Manager: Deputy Principal

Summary of Role

This is an outstanding opportunity for a talented individual to join Esher Sixth Form College as the Director of Human Resources, a newly created position to further improve our HR provision. Reporting to the Deputy Principal, the Director of Human Resources will provide HR strategy leadership for the college and will support leaders in the delivery of key HR activities.

Key Responsibilities

1. Leadership & Strategy:

- Own the design and delivery of the college three-year HR strategy to futureproof the performance of the college.
- Produce the yearly Human Resources Self-Assessment Review and Quality Improvement Plan.
- Provide coaching, advice and guidance to line managers and senior management on key HR activities including employee relations, probationary reviews, staff disciplinary, capability and grievance matters.
- To keep abreast of any updates to the Keeping Children Safe in Education (KCSIE) Safer Recruitment guidance, and the DBS regulations, and to implement these as appropriate.
- To be responsible for the regular maintenance, update and delivery of all Human Resources policies and procedures and to write any new policies as required.

2. Talent & Equality, Diversity and Inclusion

- Own the design and delivery of a best-in-class talent management approach for Esher Sixth Form College including workforce planning, robust talent acquisition, talent development and succession planning to support the needs of the college both now and in the future.
- Oversee recruitment processes to ensure fair, timely and high-quality hiring and the development of high-quality recruitment materials.
- Ensure the college remains an employer of choice for educational professionals.
- Design, develop and implement Human Resources advertisements and social media activities.
- Lead leadership and management development programs in partnership with subject matter experts.
- Maintain accurate and confidential employee records.
- Complete references for all staff for Principal approval.
- Provide subject matter expertise on all staff facing aspects of equality, diversity, and inclusion.
- To produce any staff EDI associated documents, including the annual Equality, Diversity Impact Measures Report (EDIM) and staff facing procedures, policy, and activity.

3. Training & Development:

- Develop and manage support staff professional development programs and solution development where additional training is needed.
- Develop and oversee training records for all college employees.
- Work with and support the Assistant Principal for Curriculum, Innovation and Development with teaching staff development/training, on boarding of new teaching staff, and development/implementation of the trainee teacher programme.
- Facilitate and promote support staff leadership, and development opportunities within the college.

4. Legal & Compliance:

- Ensure all HR practices comply with legal and regulatory standards.
- Ensure HR risks are mitigated, college reputation is protected and related financial, legal and policy duties are carried out.
- Stay up to date with relevant legislation affecting the workplace and ensure the college remains compliant.
- Oversee compliance and development of the Single Central Record (SCR), Safer Recruitment and Pre-employment checks.
- Manage and resolve complex employee relations issues.

5. Benefits & Compensation (Reward):

- Develop competitive compensation and benefits packages.
- Manage staff welfare (Employee Assistance Programme) and benefits schemes.
- To work in the conjunction with the Deputy Principal in developing, implementing, and maintaining our College Employee Value Proposition (EVP).

6. Pensions and Payroll Team Management:

- Oversee and manage HR's role in staff pensions. This includes scheme communication and administration, employment and membership management, providing support and advice and liaising with our pension providers.
- Oversee and manage the HR department's role in payroll. This includes payroll administration, compliance and reporting, liaison with the finance department and addressing employment queries.

7. Team Management:

- Oversee the HR department's budgets.
- Line manages the HR Manager.

8. Other Responsibilities:

- To attend Trustee meetings as relevant to this role.
- To attend fortnightly Operational Development meetings.
- To demonstrate an awareness of and commitment to health and safety and safeguarding.
- To carry out other reasonable requests as required by the Principal.