OCTAVIA HOUSE
Sector-Leading Therapeutic Schools

JOB DESCRIPTION
PEOPLE PARTNER

PEOPLE MANAGER	DIRECTOR, PEOPLE & CULTURE

- This job description should be considered as guidance and is not exhaustive. It may be amended at any time following discussion between you and your People Manager and may be reviewed as part of the performance review process.
- The postholder may be required to undertake other duties as reasonably required by your People Manager. You therefore must comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks as per the latest statutory safeguarding guidance.

OVERVIEW

- This role includes strategic and operational responsibility for various aspects of people, culture, recruitment, retention across the full employee lifecycle at Octavia House Schools (OHS).
- It includes leadership and management of the People Coordinator, and oversight of our people processes including recruiting, onboarding, engagement, performance and talent management, total reward, employee relations, health and wellbeing, and learning and professional development of all OHS colleagues.
- The role provides a business-focussed partnership with and HR advice and guidance to School Leaders, school colleagues and Head Office team members.
- The role includes responsibility (in partnership with the Director, Safeguarding) for ensuring the safer recruitment process and single central register are compliant with the latest statutory guidance and relevant independent school standards as well as other employment and education related statutory requirements.

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KEY RESPONSIBILITIES AS PEOPLE PARTNER

General

- Work with the Director, People & Culture to provide an expert HR function relating to all people issues in line with legislation, regulation, OHS policy and best practice
- Design and deliver People Plan initiatives in partnership with the People Team, Leadership Team and School Leaders
- Undertake people data analysis to identify issues and priorities for action and improvement
- Ensure delivery of effective and efficient HR processes, policies and systems and work with People Team to continually improve people operations
- Conduct regular reviews of the OHS Handbook and all other policies and documents to ensure they are fit-for-purpose and in line with current legislation

Recruitment and selection

- Provide support, advice and insights on identifying candidates and appropriate target audiences, developing and managing talent pools and attraction
- Partner with Recruiter on teacher and therapist recruitment campaigns, early careers and intern programmes and head office recruitment as appropriate
- Help to undertake brand marketing audit and increase OHS brand visibility and awareness
- Manage internal recruitment and promotions in partnership with School Leaders
- Undertake safer recruitment training and ensure all requirements of safer recruitment (KCSIE) Independent Schools regulations are met and Single Central Record is accurate and up to date
- Ensure positive candidate experiences throughout recruitment including clear communication of process to candidates and colleagues, trained interviewers, slick offer process

Engagement, culture and communications

- Lead Engagement Survey development and delivery, including survey roll out, results collation, analysis and communications, focus groups, action plans and leaders listen events
- Support Director, People & Culture to create and a clear Employee Value Proposition and embed and bring to like through full employee life cycle
- Oversee People Team onboarding process including Welcome Days, Welcome Events, Welcome Packs, laptops, ID badges
- Develop Moments that Matter and deliver individual elements of this to create positive experiences to attract candidates and engage with and listen to current colleagues
- Oversee joiners/movers/leavers process and reporting, ensuring accuracy of data and identify trend

High performance and continuous professional development

- Manage annual performance review process and create high performance culture including consistent performance rating approach

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- Train Leadership Team (With Director, People & Culture), School Leaders, People and Performance Managers and all colleagues on new approach and organise and run just-in time training performance reviews, goal setting and mid-year reviews
- Work with People Team and School Leaders to create People Manager Bootcamp and deliver modules with School Leaders and People Team
- Undertake training needs analysis and collate all CPD requests, approvals and details ensuring CPD agreements in place for all and alignment to budgets
- Be People and Performance Manager for People Coordinator, Recruitment Coordinators and other People Team members as appropriate, supporting them to achieve high performance and develop their career

Total reward management

- Work with the Director, People & Culture to ensure salaries and total reward package offered are competitive, performance-related and reflect our positioning within the SEMH/SEND marketplace in order to attract and retain great people
- Own monthly payroll checks and approval process with People Coordinator, Director, People & Culture and Director, Finance
- Manage transition to annual salary review aligned to performance reviews process
- Research and benchmark competitors and mainstream schools packages
- Maintain strong key relationships with our third-party providers, such as Vitality, SAMpeople, CMS (legal advisers) to ensure seamless positive experiences for colleagues
- Review provider offerings to ensure great service and value for money/cost effectiveness
- Assist the Director, People & Culture with annual people budget process and budget control including remuneration reviews

Colleague wellbeing and relations

- Support and advise People Managers on employee wellbeing and engagement initiatives and ensure wellbeing is integrated into day-to-day practices, operations and behaviours
- Work with the Director, People & Culture to manage employee relations matters, and confidently support investigations, mediation, concerns/grievances raised, whistleblowing, disciplinary issues, sickness absence and poor performance and escalate as required

Reporting People Data & Analytics

- Oversee monthly People reporting for board pack, ensuring data is accurate and provide insights from analysis to identify priorities, recommend actions & make improvements
- Ensure Moments That Matter surveys e.g. new joiner survey, 3-month check-in, engagement and exit surveys are distributed, results collated and analysed, insights are shared with People and Leadership Team and make recommendations and take action to improve attraction and retention of great people

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Compliance

- Research employment law and propose changes to policy/contracts to ensure compliance with the latest relevant legislation
- Liaise with Director, People & Culture, Director, Safeguarding and OHS' HR legal experts as necessary
- Ensure all HR systems and documentation relating to recruitment and colleague employment are always readily available for inspection and are compliant with employment, data protection, and safeguarding legislation and statutory guidance

EXPECTATIONS AS A MEMBER OF THE PEOPLE TEAM

- Actively support and champion growth and change, understand and implement new policies and processes while ensuring high standards and performance are maintained
- Participate in People Team and School Leadership Team meetings, advise on policy and people initiatives
- Leads weekly People Meetings with People Team, Leadership Team and School Leaders
- Partner with Director, People & Culture to set budgets and adheres to them, is involved in financial decision making
- Champions people matters, people planning and safer recruitment to create and sustain a positive, people-centric culture
- Ensure People Team communications are aligned to the branding guidelines, using the appropriate OHS templates and assets. Overseas People News and other internal People communications
- Understand the positive intent of colleagues, actively seek feedback, listen to people and enable transition from blame culture to collaboration and resolution
- Professionally, compassionately and effectively support and challenge School Leaders and other colleagues to strive to be their best
- Is an effective People and Performance Manager and holds regular performance management and career development conversations with People Team members and School Leaders and actively supports their professional development

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- Understands and applies GDPR, data privacy and confidentiality of pupil, colleague and business information. Understands the contractual responsibility of all colleagues to not access, share or discuss confidential and sensitive information and facilitates best practice

PERSON SPECIFICATION

SKILLS, TRAITS, KNOWLEDGE and UNDERSTANDING

- Experienced, professional and ambitious HR professional with a proactive and results-driven mindset
- Attention to detail, including in terms of verbal and written communication, an uncluttered working environment, exceptional personal presentation and punctuality
- Professionalism and credibility as a leader
- Demonstrate gravitas and professional and personal credibility
- Strong communication skills
- Strong ability to work constructively and collaboratively as part of a team
- Strong ability to manage stress, keep calm and consistently present in a professional manner
- Provide support and advice with the confidence and ability to persuade and influence at all levels
- Problem-solve operationally through a pragmatic and commercially sound approach
- Have all round generalist knowledge and ideally experience within a varied environment
- Have sound experience and a good understanding of payroll, benefits, employee relations including supporting investigations and HR best practice
- An understanding of recruitment and the functions and duties of educational provision within the context of an independent special school
- Ability to use IT effectively and to design procedures and initiate improvements in systems
- Ability to respond with tact and diplomacy to pupils, colleagues and members of the public at all levels both face to face and over the telephone and to deal with enquiries and to deal with contentious/difficult situations and resolve conflicts
- An understanding of the need for confidentiality and discretion in all areas of the service provided
- Ability to manage own workload, to work under pressure and to use own initiative in a constantly changing and demanding environment
- A good understanding of equality issues as they affect pupils, their families, visitors and colleagues
- At least basic understanding of pupils with SEMH needs and associated SEND

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QUALIFICATIONS, TRAINING and EXPERIENCE

- Relevant degree and post-graduate HR qualification(s)
- Experience in the independent special school sector is desirable