



# Welcome to our Trust

## HR Officer



aspiration community empowerment inclusivity



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# Welcome to Anglian Learning



Thank you for your interest in the position of HR Officer at Sawston Village College, part of Anglian Learning.

We are an ambitious, forward looking Trust of six secondary schools and ten primary schools. While each of our academies retains their own unique identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an excellent education and exciting opportunities, which prepares and enables them to thrive in the local, national, and global communities in which they live.

To achieve this ambition, we need to unleash and harness the huge capacity for improvement that comes from working closely together as a group of transformational schools. Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career as well as providing a caring, friendly environment in which to work.



**Jonathan Culpin,  
CEO, Anglian Learning**

I hope that you find the information within this pack a helpful introduction to the role and the school. For an informal discussion regarding this role, please contact Kylie Major, HR Business Partner via email at [kmajor@anglianlearning.org](mailto:kmajor@anglianlearning.org). If you wish to visit or make an application for this vacancy, please see the information within.

We look forward to hearing from you.

# Our Values:

## Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



## Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



## Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



## Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



# About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school Trusts in the region.

Educating more than 8000 pupils and employing over 1000 staff across three counties and sixteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. It is well documented that leadership at the executive level plays a critical role in influencing student success. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

**8,000**

pupils

Employing over

**1,000**

members of staff

**3**

counties

**16**

academies

# About Anglian Learning

Unless a school is in challenging circumstances, leaders are encouraged and expected to have appropriate professional agency over determining what works in their context and to deliver it.

At the same time, our academy improvement strategy, co-constructed with executive headteachers, headteachers and the central team, has established our common broad expectations around the curriculum, inclusion, safeguarding and leadership, setting a high bar to which all schools aspire.

We provide bespoke support and challenge where needed; have an extensive professional development programme available to all staff; numerous opportunities for school leaders to lead projects, to collaborate and share what works, building capacity and exchanging knowledge so that no school is left behind.

We enable innovation and access to the best practice nationally, as demonstrated by our role as one of the eight national Creativity Collaborative hubs, funded by Arts Council England. This also reflects another of our other core values, inclusion.

Excellence in academic, end of key stage outcomes is critical in ensuring our young people can transition to the next phase of their education successfully and we expect only the best for all of our pupils, no matter their starting points.

A whole education is also about a broad, balanced and rich curriculum, with a strong emphasis on the arts and creative thinking, developing children who are excited, inspired and empowered by their experience of school and who will go on to make the communities in which they live better places for all.

“We expect only the best for all of our pupils, no matter their starting points.”



# Working for Anglian Learning

We constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

## Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning as an HR Officer opens the door to significant personal and professional development. You will have the opportunity to participate in various HR collaboration groups, fostering knowledge sharing and enabling you to tap into innovative HR practices. Engaging in regular HR team meetings and contributing to collaborative projects across the Trust also provide ample opportunities for professional growth.

Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. Additionally, you will have access to a comprehensive professional development programme that supports ongoing learning and skill enhancement in the HR field. This reflects our commitment to nurturing talent and promoting excellence within our HR team.

# Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



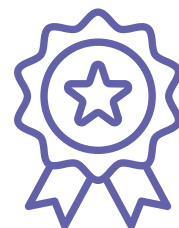
Employee Assistance Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and recognition platform offering a wide range of discounts on high street and online shopping





# Sawston Village College



We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Academically successful, the College is listed in the top ten state secondary schools without a sixth form in the UK (The Sunday Times, 2023). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment. Staff development and wellbeing is vital to our success and we consider workload and the working environment very carefully. We want staff to feel happy, secure and enjoy their work.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities.

Our focus is the achievement and wellbeing of our 1180 pupils within a school culture based on our CARE values: community, ambition, respect and endeavour. In 2023, the College achieved above national averages at all levels including 44% at grade 7 or above across all subjects and a very positive P8 score of +0.73. Academic success is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils are able to achieve their potential and deserve the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, providing a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful, requiring high expectations, exacting standards and outstanding pastoral care.

We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do. As noted by our recent Ofsted report in May 2023, we have created a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. Our staff surveys are very positive and reflect the care and attention we pay to looking after staff. Keen to recruit people with resilience, adaptability and optimism for a better future, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.



## HR Officer - Role Summary

The HR Officer for Sawston Village College, is a pivotal role focused on supporting and enhancing the school's human resources functions. This position provides dedicated HR support to the school's leadership and staff, ensuring effective implementation of HR strategies and practices that align with both school-specific needs and Trust-wide objectives.

As the main HR point of contact at the school, this role involves close collaboration with the Central HR Team to maintain consistency across the Trust, while addressing the unique challenges and opportunities of the school environment. The HR Officer will champion the development and execution of HR initiatives that foster a supportive, efficient, and compliant workplace.

This position requires a proactive and knowledgeable individual who can navigate the complexities of HR management within an educational setting, promote best practices, and contribute to the overall goals of the Trust and school.

The role demands excellent interpersonal and organisational skills, a good understanding of employment law and HR procedures, and a commitment to enhancing the educational mission through strategic HR support.

There will be a requirement to travel to the central HR office for HR Team Meetings as required, approx. 6 times per year.



# Job Description

## HR Officer



- SALARY:** SO1 p23-25 (£32,076 - £33,945 FTE).
- HOURS:** Full time; 37 Hours per week/ 52 weeks per year with a 30-minute unpaid break each day. *(Part time and flexible hours considered)*
- PENSION:** Local Government Pension Scheme (LGPS).
- ANNUAL LEAVE:** Starts at 25 days plus Bank Holidays, more for those with local government continuous service.
- DISCLOSURE LEVEL:** Enhanced DBS and Barred List Check.
- LOCATION:** The post holder will be based at Sawston Village College but will be expected to work across the Trust and to travel between sites as necessary.
- RESPONSIBLE TO:** Principal, with a dotted reporting line to a Trust HR Business Partner.

### **JOB PURPOSE:**

To support the effective and efficient operation of human resources processes at the school level under the direction of the Principal and central HR team, ensuring compliance with Anglian Learning policies and maintaining high standards of confidentiality and data protection.

### **GENERAL RESPONSIBILITIES:**

- Assist with case management including disciplinary issues, grievances, and competency matters under the guidance of the central HR team.
- Support the implementation and adherence to Trust and school HR policies and procedures.
- Promote and ensure equality of opportunity in employment and HR practices.
- Coordinate with Occupational Health, central HR, and other relevant bodies on HR issues.
- Support data gathering and reporting for various HR functions as requested by the Principal and central HR team, ensuring timely and accurate information.

### **RECRUITMENT:**

- Lead on the recruitment process, including preparing job descriptions, advertisements, and handling interview logistics.
- Conduct pre-employment checks and maintain compliance with safer recruitment processes.
- Manage the induction process for new staff, coordinating with line managers and central HR.
- Ensure that all posts are evaluated in line with Trust pay scales via relevant HR Business partner.

### **COMMUNICATION:**

- Collaborate with the Central HR Team and Senior Leaders to enhance staff engagement by effectively delivering key messages and improving communication channels within the school.

### **PAYROLL AND REWARD MANAGEMENT**

- Work closely with the Principal and Finance to ensure the accurate execution of the payroll function, address queries, and produce necessary reports.
- Assist the school in adopting best practice for reward and recognition, including reviewing terms of service and promoting staff benefits to boost engagement.
- Facilitate the implementation of pay and reward schemes, including managing annual increments and additional allowances.

### **ABSENCE MANAGEMENT**

- Support the maintenance of absence records in collaboration with the Cover Manager.
- Monitor staff absences and arrange or conduct sickness review meetings where required.
- Facilitate staff referrals to occupational health as advised by senior management.

### **PERSONNEL POLICIES AND PROCEDURES**

- Provide first-line advice on HR policies and procedures, referring complex issues to your HR Business Partner.
- Maintain personnel files and the Single Central Record via our HRIS, MIS.
- Participate in and contribute to local and Trust-level audits.
- Work with the Data Manager to ensure accurate data for the annual School Workforce Census.

### **PERFORMANCE MANAGEMENT:**

- Support the administration of the performance management system and maintain related records.
- Aid in the provision of performance reports as required by senior leadership or the central HR team.

### **PROFESSIONAL DEVELOPMENT:**

- Engage in professional development activities as directed by Principal and the central HR team to maintain relevant HR knowledge and skills and stay up to date with industry trends.
- Provide support to HR colleagues within the Trust as required.
- Attend regular Trust HR Team meetings and training as requested by the Director of People.

### **ADDITIONAL DUTIES:**

- Line Manage the HR Admin Assistant
- Perform other related duties as assigned by the Principal or central HR team to support the overall goals of the school and Trust.

### Qualifications and Training

**Essential:**

- Educated to A-Level standard or equivalent.
- Evidence of Continuing Professional Development.

**Desirable:**

- CIPD Level 3 or above, or studying towards.
- Safer Recruitment Certificate.

### Experience

**Essential:**

- Previous HR experience in a generalist or specialist environment, including operational exposure to application of employment law / case management.
- Experience of advising and influencing managers on matters of HR operations.
- Experience of managing recruitment and onboarding processes.
- Previous experience of managing HR processes and procedures and interpreting policies to provide first line advice.

**Desirable:**

- Experience of running training sessions and presentations to upskill on HR matters or procedures.
- Evidence of having coached/mentored/managed staff.
- Experience of working with Trade Unions on employee relations matters.
- Experience of working within the education sector.

### Professional Qualities

**Essential:**

- Committed to maintaining confidentiality.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time and quality despite tight timescales and conflicting priorities.
- Ability to establish productive working relationships.
- Good management skills, acting positively, flexibly, and constructively, bringing energy and focus to the work.
- Ability to advise colleagues on HR issues using strong communication, influencing and negotiation skills.
- Ability to analyse problems at an operational level, identify root cause and develop a range of creative and solutions that will add value.
- Ability to work independently and as part of a team.

**Professional Qualities *continued...***

**Essential:**

- Good written and verbal communication skills and ability to successfully present information verbally through use of formal presentation tools.
- Ability to lead and motivate others.
- Highly skilled in a range of office applications, such as Google G-Suite (mail, sheets, docs, slides) and/or MS Office (Word, Excel, PowerPoint, Outlook).
- Willing to undertake further training as required.

**Desirable:**

- Proficient in SIMS.net or other school management information system
- Strong organisational and project management skills with ability to manage large and/or complex projects.
- Knowledge of education terms and conditions or have previous experience of managing complex terms and conditions

**Personal Qualities**

**Essential:**

- A commitment to safeguarding and promoting the welfare of children.
- Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.
- Excellent attendance and punctuality.
- Attention to detail.

**Special Requirements**

**Essential:**

- Be able to travel to meetings across Anglian Learning Trust Schools

This job description will be periodically reviewed and updated in collaboration with the incumbent to ensure it remains current.

*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.*

# How to apply

## Dates

<b>CLOSING DATE:</b>	<b>Monday 06 May 2024</b>
<b>INTERVIEW DATE:</b>	<b>Monday 13th May 2024</b>
<b>START DATE:</b>	<b>As soon as possible</b>

If you are a dedicated HR professional with a commitment to fostering a supportive and effective educational environment, we encourage you to apply for this rewarding opportunity. Please submit your application by the closing date via <https://mynewterm.com/jobs/145423/EDV-2024-FDPS-98454> outlining how you meet the key responsibilities, expectations and requirements of the person specification outlined.

To find out more or have an informal discussion, please contact HR Business Partner, Kylie Major - [kmajor@anglianlearning.org](mailto:kmajor@anglianlearning.org).

***Join Sawston Village College in shaping the future of education – where HR leadership supports excellence and innovation, creating a thriving environment for all.***

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*Please note the photo(s) of pupils (where relevant) were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.*



# Get in touch

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**WEBSITE:** [www.anglianlearning.org](http://www.anglianlearning.org)

**SOCIAL MEDIA:**

