

SENIOR HR BUSINESS PARTNER RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





The Futures Trust exists to transform the life chances of our young people. Our schools are committed to Building Brighter Futures for all our students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of dedicated professionals who excel in their field to help us on the next phase of our exciting journey.

Chris Jupp, Chief Executive Officer

JOB TITLE:	SENIOR HR BUSINESS PARTNER
OPPORTUNITY:	This is an exciting time to join The Futures Trust. The Senior HR Business Partner will play a key role in shaping and supporting HR's ongoing transformation within The Futures Trust. They will work in partnership with leaders to deliver a positive, impactful HR service which directly contributes towards the achievement of our ambitious 5 year strategy and aligns to the values of the Trust.
REPORTING TO:	HR Operational Lead
LOCATION:	This role is part of the Central HR Team and is based primarily at Stoke Park School and Keresley Newland School, with a requirement to travel to work at, or for schools within the Trust.
SALARY/HOURS:	Grade 10, £55,290 - £59,177 per annum 37 hours per week, all year round Applications on a flexible basis are welcome
BENEFITS – ENHANCING WORKING LIVES:	<ul style="list-style-type: none"> • Competitive rates of pay • Professional development opportunities • Career pathways across the Trust • Local Authority Pension Scheme • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION

Job Purpose

The Senior HR Business Partner will play a key role in shaping and supporting HR's ongoing transformation within The Futures Trust. They will work in partnership with leaders to deliver a positive, impactful HR service which directly contributes towards the achievement of our ambitious 5 year strategy and aligns to the values of the Trust.

Duties and responsibilities

- **Team Leadership & Development** - Lead a team of HR Business Partners to develop and deliver HR plans and solutions in line with the needs and priorities of The Futures Trust. Develop HR Business Partners to maximise HR expertise in order to drive performance, address organisational challenges and enhance the employee experience.
- **Employee Relations** - Be a trusted advisor and oversee complex casework across the Trust to successful conclusion utilising conflict resolution strategies to manage risk and ensure statutory compliance whilst maintaining a strong enabling culture where employees feel valued.
- **Talent Management** - Implement initiatives and talent pipelines to achieve effective long term workforce planning, ensuring the Trust has a strong people offer to attract, develop and retain the right talent to meet the organisations needs utilising Trust wide career paths.
- **Change Management** - Support organisational change which aligns to school improvement plans, helping to guide and advise employees and leaders through periods of transformation.
- **Coaching and Development** - Mentor and coach managers and leaders to improve their leadership skills, decision making, and their ability and confidence to manage their people effectively.
- **Compliance** - Stay ahead of legislative and regulatory changes, particularly within the Education Sector to minimise risk and promote a fair working environment. Be aware of best practice which can positively influence the organisation to achieve the most beneficial outcomes for all stakeholders.
- **People First:** Proactively foster a positive organisation culture which has a strong sense of belonging. Drive employee engagement initiatives that improve job satisfaction, productivity, and retention.
- **Continuous Improvement** - Use HR data to identify trends, assess the effectiveness of HR programs, and provide targeted actions to improve performance and employee engagement. Utilise advances in technology to automate processes in order to increase efficiencies and promote customer self service.
- **HRBP** - Provide a HRBP service to at least one school within the Trust.
- **Project Work** – Have responsibility for a Trust wide project which supports the advancement of the organisation.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level, or equivalent experience • CIPD qualified at Level 5 or above • Full driving licence and own transport 	A relevant postgraduate / CIPD Level 7 qualification
Experience, Skills and Abilities	<ul style="list-style-type: none"> • Minimum of 2 years' experience in an HR Business Partner or HR management position. • Experience of leading and developing a team • Proven track record of successfully partnering with leadership to align HR strategy to meet business objectives. • Strong business acumen with the ability to develop cost effective HR solutions • Able to provide advice, guidance and targeted actions to support advancements in recruitment and retention, absence management, performance management, learning and development and employee engagement • Demonstrated ability to coach and develop senior leaders and managers to improve their leadership and people management skills • Expertise in employee relations, conflict resolution, and handling complex HR issues. • Excellent verbal and written communication skills, with the ability to communicate complex HR concepts in a clear and understandable way to diverse audiences. • Proactively support the development of policies and procedures in accordance with statutory requirements and organisational needs. • Worked in a unionised environment and consulted with trade union representatives to achieve positive outcomes • Fully utilises HR and business data to inform decision making and action planning. • Able to demonstrate careful attention to detail and ability to check work for accuracy and quality standards • Ability to prioritise and work well under pressure to strict deadlines 	<p>Working in HR in education or an academic environment</p> <p>Working across multiple organisational sites</p>
Knowledge & Understanding	<ul style="list-style-type: none"> • The impact that HR practices has on the achievement of organisational outcomes • The role of HR in relation to safeguarding in educational settings • Data protection and confidentiality • Equal pay and job evaluation • The impact of TUPE on HR practice post transfer • Project management skills 	
Attitude and Personal Qualities	<ul style="list-style-type: none"> • Committed to, and able to promote, the values of the Trust – Learners First, Its about Learning and No Barriers • A professional role model who is committed to developing their own, and others, professional development • Self-motivated and resilient • Approachable 	

	<ul style="list-style-type: none">• Able to work calmly under pressure and withstand stress• Ability to work flexibly, to attend meetings and INSET days as required•	
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HOW TO APPLY

CLOSING DATE:	Thursday 30 January 2025
INTERVIEWS:	w/c Monday 3 February 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

and return to:

recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Stoke Park Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.