



# CHRIST THE KING SIXTH FORMS

CTK Emmanuel  
Blackheath, SE13 5GE

CTK St Mary's  
Sidcup, DA14 6BE

CTK Aquinas  
Brockley, SE4 2NL

This is an exciting opportunity for an experienced HR professional, with a genuine passion for people, to join our Sixth Form as the new Director of Human Resources. You will be central to our mission in helping London's most ambitious students achieve success.

## Director of Human Resources (Full time) Start Date: June 2022

**Salary range: £46,393 – 53,560 (inclusive of London Weighting)**

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Offering exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

We are now seeking to appoint a Director of Human Resources to lead on our people strategy, ensuring that the Sixth Form's strategic aims are supported and enabled through the provision and application of an effective and efficient Human Resource service. The Director will champion a culture of positivity, equality, diversity and inclusivity as well as supporting a wide range of activity, from staff engagement to staff wellbeing.

Whilst previous experience within the education sector is desirable, candidates must be able to transfer their experience, skills and knowledge into a high performing education setting. Excellent communication along with strong organisational skills are key attributes with an ability to encourage a culture of continuous improvement amongst your team and colleagues. The successful candidate must be CIPD qualified.

In return, you will be part of a socially conscious and values driven Sixth Form which will support your professional development and growth.

*Join us to be inspired, be extraordinary, and be the best you can be.*

For an application form and further details, please visit the vacancies page of our website <https://www.ctlc.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Closing Date: 3pm Friday 20<sup>th</sup> May 2022**

**Interviews: Tuesday 24<sup>th</sup> May 2022**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**



## Job Description and Person Specification

<b>Job Title:</b>	Director of Human Resources
<b>Responsible To:</b>	Chief Financial and Resources Officer
<b>Job Purpose:</b>	To have strategic and operational management of the personnel function in order to ensure that all human resource matters are managed effectively and the Sixth Form can deliver a quality teaching and learning experience by motivated and appropriately skilled staff, supported by effective policies, procedures, and best practice whose values and ethos reflect those of the Sixth Form.

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### 1. Job Description

#### The main activities and responsibilities are:

- 1.1 Advising and supporting the Senior Leadership and Management Team on strategic matters relating to human resources, including developments in legislation and decisions taken at national level, as they apply to staff in Sixth forms.
- 1.2 To lead on delivering the Sixth Form People Strategy and all related policies and procedures, which fully supports the Sixth Form Strategy, ensuring that we fully utilise and develop the skills and talents of all staff.
- 1.3 Ensure that our Human Resource policies and practice conform to the Sixth Form College Association as well as legislative and regulatory requirements.
- 1.4 Support the Sixth Forms approach to driving positive culture and organisational development, based on the values and ethos of the Sixth Form.
- 1.5 Ensure appropriate systems and practice are in place for recruitment, selection, induction and performance management of all staff including volunteers.
- 1.6 Oversee the induction programme to help ensure all staff settle quickly and a professional and welcoming service is provided at all times
- 1.7 Responsible for the effective management of all disciplinary, grievance and capability processes, ensuring they are fully compliant with employment legislation.
- 1.8 Provide accurate and timely Human Resource advice across the full spectrum of HR as well as guidance and leadership across all aspects of employee relations matters including probation reviews, discipline, and grievance matters.
- 1.9 Support and encourage the promotion of the staff wellbeing strategy and objectives, working closely with the Wellbeing Strategic Lead to ensure alignment and fit.

- 1.10 Providing a specialist service in advising and supporting staff with issues relating to their terms of employment.
- 1.11 Continuously develop the HR systems to create an effective employee experience by supporting and training staff as necessary in the use of the system; providing Senior Management Team with strategic and intelligent reporting.
- 1.12 Be responsible for the Sixth Form's single central record (SCR) and ensure that it is up to date and completed in a timely manner ensuring it is fully compliant. To ensure it is regularly audited by the Lead and Safeguarding Governor.
- 1.13 Manage the Sixth Form's people management information systems to ensure timely and accurate recording and reporting of data to support processes such as staff absence management and performance management in accordance with the Sixth Form Policies and Procedures.
- 1.14 Managing the workload and providing effective line management of the HR Team ensuring a highly efficient and outstanding service.
- 1.15 Maintain effective professional links with specialist bodies and Sixth Form/ College networks.
- 1.16 Play a key role in ensuring the values of Christ the King Sixth Form and its commitment to equality, diversity and inclusion (EDI), this will involve working closely with the EDI Strategic Lead to ensure objectives are met
- 1.17 Taking part in professional development activities including appraisal and other requirements specific to this post.
- 1.18 Undertake other tasks as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2. Person Specification / Selection Criteria**

The post holder will be expected to demonstrate the following attributes:

- 2.1 An understanding and support for the Catholic ethos of the Sixth Form.
- 2.2 Personnel qualifications and membership of relevant professional associations.
- 2.3 Experience of working in a personnel function in other organisations.
- 2.4 Experience and/or understanding of the educational environment, particularly post-compulsory education.
- 2.5 Strong organisational and time management skills with the ability to prioritise tasks.
- 2.6 Excellent written and oral communication skills, discretion and high professional standards.
- 2.7 To have a high level of IT skills including a working knowledge of Microsoft packages appropriate for the role.

- 2.8 The ability to work with a wide range of people both internally and externally and at various levels in the organisation.
- 2.9 An awareness of the need for personal development and a willingness to participate in INSET and appraisal.