



JOB DESCRIPTION

Post:	Head of People
Responsible to:	Business Manager
Salary:	£46,214 - £54,806
Conditions of Service:	Callywith College Conditions of Service
Main Purpose of Job:	To lead and manage the HR function at Callywith College, providing strategic and operational support to the Principal, Senior Management Team (SMT), Programme Team Leaders (PTLs), and line managers. The Head of People will ensure that HR services align with the College's strategic goals, fostering a positive working environment, supporting staff well-being, and ensuring compliance with employment legislation and best practice.
Specific Duties:	
<i>HR Strategy & Leadership</i>	<p>Develop and implement the College's HR strategy in alignment with its mission, vision and values.</p> <p>Act as a key advisor to the Principal and SMT on HR-related matters, providing expert guidance and recommendations.</p> <p>Ensure HR policies and procedures reflect best practice, are legally compliant, utilise available technologies to minimise administrative burden on all staff and support the College's strategic objectives.</p>
<i>Employee Relations & Engagement</i>	<p>Support a culture of positive employee relations, ensuring effective resolution of workplace issues.</p> <p>Develop and promote staff engagement initiatives to enhance morale, productivity, and retention.</p> <p>Support the College's approach to Equality, Diversity, and Inclusion (EDI), ensuring compliance with best practice and legislative requirements.</p> <p>Provide advice and guidance to managers on employee relations matters, including disciplinary, grievance, attendance and performance management cases.</p> <p>Co-ordinate regular meetings between workplace representatives ensuring accurate recording of meetings and tracking of agreed actions.</p>



Recruitment, Retention & Workforce Planning

Develop workforce planning strategies in collaboration with managers to meet future needs.

Oversee the recruitment and selection process, ensuring compliant, fair, inclusive, and effective hiring practices.

Ensure onboarding and induction processes provide a high-quality experience for new employees, utilising available technologies to minimise administrative burden where appropriate.

Support retention strategies by developing career pathways, succession planning, and staff development initiatives.

HR Operations & Compliance

Lead on HR policy development, ensuring policies are regularly reviewed and updated.

Manage the HR Assistant and support them in their role running the HR Portal and administration processes, including contracts, payroll co-ordination in association with the Finance team, and staff records.

Ensure compliance with employment legislation, safeguarding requirements, and HR best practice.

Manage and report on key HR metrics, including absence, turnover, and staff satisfaction.

Produce accurate Department for Education reports, including Staff Workforce Survey, in a timely manner as and when required.

Performance Management & Staff Development

Support managers with the implementation of performance review processes and staff appraisals.

Identify training and development needs, working with managers to create professional development opportunities.

Promote a culture of continuous learning and development across the College.

Wellbeing & Staff Support

Develop and implement staff well-being initiatives, ensuring a supportive and inclusive working environment.

Oversee occupational health referrals and support managers in making reasonable adjustments.

Provide guidance on managing workloads, stress, and mental health in the workplace.



Safeguarding & Compliance

Ensure all HR processes align with safeguarding requirements, including safer recruitment practices.

Work closely with the Designated Safeguarding Lead to support HR's role in safeguarding policies and procedures.

Maintain up-to-date knowledge of relevant safeguarding legislation and ensure compliance in all HR practices.

General Requirements:

As a member of staff, the postholder will be required to further the agreed aims of the College by participating fully in the following: -

- To participate in the scheme for appraisal and review of performance adopted by the College.
- The provision of a high-quality environment for student learning and associated activities.
- Student Welfare and Support Services.
- The development of a flexible and responsive institution.
- College promotional and marketing activities.
- The safe and appropriate use of College equipment, premises and property.
- Health and Safety procedures as laid out in the College Health and Safety Policy.
- Staff development activities.
- General College developments.
- To register and comply with IFL requirements.
- To be responsible for promoting equality and diversity in line with College procedures.

The first nine months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall training and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION HEAD OF PEOPLE & CULTURE

Criteria	Essential	Desirable	How Measured
Relevant degree or professional HR qualification (e.g., CIPD Level 5 or above)	X		Certificates
Substantial experience at a management level of working in a Human Resources/ People department and of advising managers on complex change and HR issues	X		Application form, References, Interview
Strong working knowledge of employment law issues and ability to apply these to a variety of situations using a pragmatic and common-sense approach	X		Application form, Interview
Experience of managing HR policies and procedures	X		Application form, Interview
Experience of working with trade unions and employee relations matters		X	Application form, Interview
Ability to manage complex employee relations issues	X		
Experience in leading or supporting staff development and training initiatives	X		Application form, Interview
Experience in using HR systems and data analysis for decision-making	X		Application form, Interview
Excellent communication skills, both written and verbal	X		Application form, Interview
High level of emotional intelligence when dealing with individuals	X		Application form, interview
Excellent organisational skills to manage a large and varied workload	X		Application form, Interview
Ability to work collaboratively with managers and senior leadership	X		Interview
Commitment to equality, diversity, and safeguarding	X		Interview
Experience in education or public sector HR		X	Application form, Interview
Creative, pragmatic approach with the ability to provide innovative solutions to problems	X		Interview
Experience of operational delivery and providing excellent customer service	X		Interview
Experience with workforce design, succession planning and job evaluation schemes		X	Interview
Coaching certification or experience with mediation practices		X	Interview

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence. Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.