



The
GALLERY TRUST
A community of special schools

HR Business Partner Candidate Pack

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Welcome from the Chief Executive Officer and the Chair of the Board

We are delighted that you are interested in the position of HR Business Partner at The Gallery Trust.

We are seeking a highly skilled HR professional who will deliver a high-quality advice, guidance, direction and support to colleagues in Trust schools and the central team, underpinned by a commitment to promoting the vision and values of the Trust, to improve outcomes and enhance the life prospects of students with Special Educational Needs and Disabilities in Oxfordshire.

As a successful and expanding multi-academy trust, The Gallery Trust has grown from a single special academy in 2013 to the largest special school MAT in Oxfordshire, now comprising seven schools across the county. Our growth continues, with a new free special school in development and several innovative initiatives underway, including Outreach services, short breaks provision, and our Training Hub.

If you are inspired by our mission, value collaboration, and are eager to make a real difference in the future of our Trust, we would love to hear from you. Get in touch for an informal conversation about this influential and rewarding opportunity.



Chris Scrivener
Chair of Trustees



Kay Willett, MBE
Chief Executive Officer



About the Gallery Trust

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with an additional academy scheduled to open in January 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach services, teacher training and extended schools provision. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.



About the Gallery Trust

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

The schools in the Trust are:

- Iffley Academy, Oxford, which makes provision for 180 students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- Bardwell School, Bicester, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://bardwell.oxon.sch.uk/>
- Mabel Prichard School, Oxford, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://mabelprichard.org/>
- Springfield School, Witney, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <http://www.springfield.oxon.sch.uk/>
- Northern House Academy, Oxford, which makes provision for 86 students with SEMH and ASC needs (5 - 11): <https://northernhouseacademy.co.uk/>
- Orion Academy, Oxford, which makes provision for 102 students with SEMH and ASC needs (10 - 18): <https://www.orionacademy.co.uk/>
- Bloxham Grove Academy, Bloxham, which makes provision for 100 students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (7 - 18): <https://bloxhamgroveacademy.co.uk/>
- A Free Special School in South Oxfordshire, to open in 2026, a sister school to Orion Academy, which will make provision for 100 students with SEMH and ASC needs (7-18)



Job Description



Reports to: Head of HR

Introduction

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

Job Purpose

- Deliver a high quality, professional HR Business Partner service, offering advice, guidance, direction and support to colleagues in Trust schools and the central team, underpinned by a commitment to promoting the vision and values of the Trust
- Collaborate with colleagues including Directors of Education, Headteachers and School Business Managers to facilitate the ongoing development of a high performing culture that ensures the best outcomes for students and staff in all Trust establishments

Job Description

Key Responsibilities

HR Casework

- Provide advice and guidance to schools on routine and complex HR matters including, but not limited to, disciplinary and grievance, probation, performance management and capability
- Support schools with absence management, working to proactively improve attendance rates across schools
- Primary HR liaison with schools, providing School Leadership Teams with advice and guidance on employment law and best practice
- Attend school-based HR meetings in person, acting as a neutral HR representative that ensures adherence to policies. Meetings will include disciplinary investigations, probation hearings, complex sickness absence cases and consultation meetings. Ensure that notes are taken to record meetings.
- Manage and maintain accurate and up to date HR casework records, maintaining confidentiality at all times, and providing advice and support in the responsibilities of data protection
- Actively contribute towards building a positive employee relations culture, respecting formal and informal channels of communication with recognised Trade Union representatives
- Proactively develop and maintain effective partnerships and working relationships with key internal and external stakeholders
- Working with the Head of HR on the HR dashboards, analysis and reports to provide a clear, coherent and representative view at all levels of the trust. Using HR systems and tools to monitor, measure and evaluate the impact of people strategies and approaches in the short-, medium- and long-term.

Policies, Processes and Systems

- Manage Trust wide template and toolkit creation and updates for all HR procedures, ensuring the consistent implementation and application by schools
- Partner with schools to embed Trust HR policies ensuring best practice is shared and understood by the managers implementing the policy
- Attend monthly SBM meetings, presenting updates to policies and procedures, answering general HR queries and sharing key learnings to support compliance



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- Advise on systems support for HR platforms including applicant tracking system, digital employee files and Trust HR website content
- Quality assurance of the school workforce census prior to submission
- Support SBMs with payroll related activities, and resolve any pay related issues
- Work with the Head of HR to proactively identify, develop and implement improvements to systems and procedures that enhance efficiency
- Support the Head of HR by actively contributing to HR policy reviews and updates as required
- Deputise and/or provide cover in the absence of the Head of HR and/or others undertaking a HR function

Recruitment and Retention

- Work with the Designated Safeguarding Manager to ensure compliance in Safer Recruitment and statutory obligations for Keeping Children Safe in Education are met
- Work with the Directors of Education and Outreach team at recruitment fairs and forums
- Overall management of the recruitment cycle, timeline and selection processes for Trust Central positions
- Advise schools during interview and selection processes and where necessary attend interviews as a panel member
- Advise schools on contractual offers of employment and the induction of new staff
- Oversee recruitment activity in Trust schools to ensure compliance with agreed headcount and budget
- Act as an interview panel member for all School Business Manager (SBM) positions
- Provide HR induction and training for newly appointed SBMs
- Work with the Senior Payroll Officer to ensure timely creation of employment contracts and contract variation letters
- Manage the apprenticeship records and regulatory compliance
- Work with the Head of HR to ensure compliance with international sponsor duties and work with schools and external partners on the allocation of sponsorship certificates
- Lead wellbeing liaison for schools, providing SBMs with internal communication materials relating to employee wellbeing and welfare e.g. Employee Assistance Programme, Mental Health First Aid, employee benefits and schemes
- Advise School Business Managers on any appraisal related queries for teachers and support staff



Job Description

Change Management

- Support the Head of HR with change management projects including organisational development, staffing reviews and restructures
- Support the Head of HR with due diligence/pre-conversion HR processes
- Support ad-hoc HR projects/initiatives

Finance and Payroll

- Support payroll processes linked to HR, providing the Senior Payroll Officer with HR guidance and employment law advice, where required
- Act as approver for employee contract variations in the payroll system
- Oversee production of the annual Gender Pay Gap report and ensure delivery of its recommendations
- Support the Finance and Operations Director with internal/external audit

Standards and quality assurance

- Provide specialist advice and guidance as required
- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety and Safeguarding
- Participate positively in training and professional development
- Take part in support staff appraisal process

General Responsibilities

- Follow Trust policies and procedures, with particular attention to health and safety, safeguarding, Prevent, risk management, equality and diversity, quality, values and behaviours.
- Attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- Perform other duties as may be required by the CEO, DFO or Head of HR.
- Work effectively with Trust leaders, managers and staff to achieve the objectives of the post, fostering a culture of openness, transparency and a solution focused approach.



Job Description

- Keep up to date with changes in legislation so the Trust maintains its legal requirement and high standards and expectations in all that it does.
- Comply with Trust policies and procedures on safeguarding and child protection and ensure site teams have received appropriate training in this area.
- Remain aware of changes to statutory requirements and policies affecting area of work
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the Trust
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Be aware of and comply with the Trust's policies and procedures
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies, including taking responsibility for raising concerns with a manager.
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

This role will require regular travel to Gallery Trust schools.

This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

The HR Business Partner works for The Gallery Trust based in Oxford. However, the Trust reserves the right to deploy staff to different locations depending on the needs of the overall Trust.



Person Specification

Please ensure that your application demonstrates clearly how you meet the above criteria

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above CIPD qualification or relevant experience Achieved, or working towards, CIPD qualification 	<ul style="list-style-type: none"> ✓ ✓ 	
Experience		
<ul style="list-style-type: none"> Experience of managing employee relations cases and advising senior managers in accordance with policy, best practice and employment law Experience of working in a unionised environment Experience of managing casework records and creating formal written communications as part of HR processes e.g. investigation reports and formal letters Experience in advising managers on HR policies, procedures, terms and conditions and best HR practice Experience of maintaining effective partnerships and working relationships with key internal and external stakeholders Experience of attending HR hearings in the capacity of a neutral HR advisor e.g. disciplinary investigation hearings, probation hearings and grievance meetings Experience of creating an online employer presence in the market, ideally with social media experience Experience of managing an end to end recruitment process including interviewing Experience of HR data analysis e.g. absence rates, gender pay, turnover Experience in HR administration, including contract administration Experience of working in a school or MAT setting 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Knowledge		
<ul style="list-style-type: none"> Knowledge of employment law and legislation Knowledge of national terms and conditions of employment relating to schools, including STPCD, The Burgundy Book and The Green Book Knowledge of safer recruitment compliance and statutory obligations for Keeping Children Safe in Education Understanding of absence management processes and their application in practice, to improve staff attendance Basic knowledge and understanding of payroll administration Knowledge and understanding of employment law and HR best practices Understanding of, and commitment to, equality and diversity within the workplace Knowledge of change management projects e.g. organisational development Understanding of safeguarding matters in a school / MAT setting Understanding of the special education sector 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Person Specification

Please ensure that your application demonstrates clearly how you meet the above criteria

Skills	Essential	Desirable
• Ability to maintain strict confidentiality	✓	
• Excellent influencing and interpersonal skills	✓	
• Excellent verbal and written communication skills	✓	
• Ability to manage difficult conversations	✓	
• Physical and emotional resilience; able to work accurately under pressure, prioritising and managing unpredictable and variable workloads using strong leadership skills.	✓	
• Excellent problem solving skills with the ability to negotiate effectively and reach swift conclusions in the best interests of the Trust and employees whilst mitigating risks	✓	
• Ability to analyse situations and exercise independent judgement	✓	
• Good level of IT skills (particularly Google based systems)	✓	
• Proven commitment to own professional development and keeping up to date with HR practices	✓	

How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Rebecca Beach at Academicis, our recruitment partner, on rbeach@academicis.co.uk or by phone on 07733 628155 / 01223 907979

Closing date: Friday 13th June 2025

Shortlisting date: W/C 16th June 2025

Interviews: W/C 16th June 2025