



WEST KIRBY SCHOOL & COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

Trustee (Human Resources)





 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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ABOUT OUR SCHOOL

Our dedicated staff are committed to ‘Changing children’s lives, building better futures’.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people (‘CYP’); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities (‘SEND’). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social, emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.



WELCOME FROM OUR CHAIR OF THE BOARD

Dear Candidate,

I am delighted that you are interested in joining The Board of West Kirby School & College as a **Trustee (Human Resources)**.

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards **'living their best life'**.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

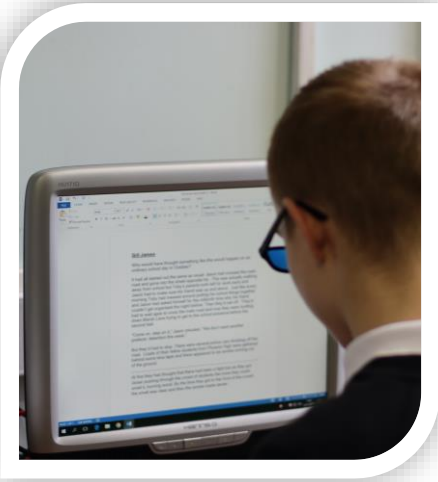
As Chair of The Board of WKS, I would be delighted to welcome you to the School to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Phil

Mr Phil Deakin
Chair of The Board

ROLE OVERVIEW & APPLICATION PROCESS



West Kirby School & College is seeking to appoint a talented Trustee with responsibility for Human Resources.

Commitment: Around 12 days per year

Role Overview:

A rare and exciting opportunity has arisen for a high calibre and committed **Trustee with responsibility for Human Resources** to join our Governing Board and vibrant School community.

To excel in this role you will have proven experience of working within HR management / employment law, perhaps in a HR leadership role, or as a solicitor practising in employment law.

You will contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent

Application Process:

If you are interested in this role, please send an expression of interest email to recruitment@wkrs.co.uk outlining why you believe you would be suitable for this role.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks, an Enhanced DBS check and Section 128 Check. Applicants must be 18 or older, eligibility criteria applies.

PERSON SPECIFICATION

Person Specification – Trustee with responsibility for Human Resources

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

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Key Skills & Abilities	<ul style="list-style-type: none"> Analytical skills and the ability to understand and question written and numerical information The ability to establish good working relationships with Trustees and staff at all levels within the School 		
Knowledge	<ul style="list-style-type: none"> An understanding of school & charity governance (and the role of a Trustee) Up to date and in depth knowledge of human resources management and employment law 	<ul style="list-style-type: none"> An understanding of how schools performance is measured An understanding of schools finance An understanding of the key issues and priorities facing schools 	
Experience	<ul style="list-style-type: none"> Experience in a HR management / leadership role, or prior experience of working within an employment law field. 	<p>Experience of:</p> <ul style="list-style-type: none"> Business planning and monitoring of progress against targets Effective performance management of staff Budget analysis in order to understand the costs associated with particular services, projects and programmes. Analysing complex performance data and information and forming recommendations for action; Health and Safety management Premises management 	

PERSON SPECIFICATION (Cont.)

Person Specification – Trustee with responsibility for Human Resources

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

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Attributes	<ul style="list-style-type: none"> • An interest in the education of children • An enquiring mind and desire to understand how the School is impacting the performance of pupils • Self motivated and dependable • Persistent and able to work with other Trustees and school leaders in difficult circumstances • Effective team worker, able to share ideas and make best use of resources • Able to understand and interpret sensitive information and apply appropriate levels of confidentiality 	<ul style="list-style-type: none"> • Knowledge of working with pupils with complex special educational needs 	
Other	<ul style="list-style-type: none"> • A commitment to the demands of the role • A commitment to developing skills and knowledge through training and taking up briefings and networking opportunities • Commitment to equal opportunities and anti-discriminatory policies 		

ROLE DESCRIPTION

Role Description– Trustee with responsibility for Human Resources

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

Summary of The Role:

To contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent

Responsibilities as a Trustee:

Main duties and responsibilities are indicated below. Other duties of an Under charity law (regulated by the Charity Commission), Trustees have ultimate responsibility for directing the affairs of the School and Charity to ensure that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. As a Trustee of the School and Charity, you will be responsible for ensuring:

- A clear vision, mission and strategic direction has been set and that they are aligned with budgets, operational plans and fundraising plans;
- Operational management processes are appropriate e.g. policies, quality and service standards, values, recruitment to senior positions;
- Compliance with all legal and regulatory requirements;
- All financial obligations are met and assets are managed;
- Major risks to School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks;
- The governance structure is appropriate to a charity of its size/complexity and reflects the diversity of its users.

General Responsibilities:

Contribute to the strategic discussions at Board meetings which determine:

- The vision and ethos of the School;
- Clear and ambitious strategic priorities and targets for the School;
- That all children have access to a broad and balanced curriculum;
- The School's budget, including the expenditure of the pupil premium allocation;
- The School's staffing structure and key staffing policies;
- The principles to be used by school leaders to set other School policies.

Hold executive leaders to account by monitoring the School's performance; this includes:

- Agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan;
- Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of School performance;

ROLE DESCRIPTION (Cont.)

<p>General Responsibilities (Cont.):</p>	<ul style="list-style-type: none"> • Asking challenging questions of School leaders, ensuring Senior leaders have arranged for the required audits to be carried out and receiving the results of those audits; • Ensuring senior leaders have developed the required policies and procedures and the School is operating effectively according to those policies; • Acting as Trustee with linked responsibilities on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Board on the progress on the relevant School priority; • Listening to and reporting to the School's stakeholders: pupils, parents, staff, and the wider community, including local employers. <p>Ensure the School staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.</p> <p>When required, serve on panels of Trustees to:</p> <ul style="list-style-type: none"> • Appoint the Principal and other senior leaders; • Appraise the Principal; • Set the Principal's pay and agree the pay recommendations for other staff; • Hear the appeal stage of staff grievances and disciplinary matters; • Hear appeals about pupil exclusions.
<p>Link Responsibilities: Human Resources</p>	<p>The role of the Human Resources Trustee is key to optimising and effectively managing the School's human resources. The Human Resources Trustee should understand modern HR management practices and techniques, and be confident in supporting the School to effectively deal with all matters covering the employee life cycle.</p> <p>The Human Resources Trustee is expected to:</p> <ul style="list-style-type: none"> • Be the lead person on the Board who understands HR management and employment law requirements; • Support the work of the Principal and Operations Director to deliver effective HR management into the School; • Meet regularly with the Principal and Operations Director; • Report back to the Board about his/her activities to inform them in order to facilitate scrutiny of the School's compliance to employment law requirements; and ensure compliance with statutory duties; • Ensure that any HR management deficiencies / employment law risks are brought to the Board's attention; • Ensure that the School's HR policies are being followed in practice; and to be involved in any policy review;

ROLE DESCRIPTION (Cont.)

**Link
Responsibilities:
Human Resources
(Cont.)**

- Report to the Board so that they can ensure resources are effectively allocated or where changes might be required;
- Ensure that the School's HR record keeping meets the needs of the School and statutory regulations;
- Ensure that HR records and files are kept securely;
- Ensure that the Board are kept aware of any employment tribunal risks to the School;
- Ensure that there is appropriate monitoring and tracking in place for HR issues;
- Ensure that there is a consistent and fair approach to managing staff across the School;
- Ensure that safer recruitment processes are in place.





The information in this brochure is correct at the time of publication. Subject to change. E&OE



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