

# Greenshaw Learning Trust

## Human Resources Policy

September 2017

This Greenshaw Learning Trust Strategic Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust. The Greenshaw Learning Trust, including all the schools and services within the Trust, their Trustees, governors and staff, must abide by this GLT Human Resources Policy.

The Greenshaw Learning Trust is the single employer of all staff in the Trust's schools and in its central services. Therefore the Trust must have human resources policies and procedures that apply equally across all its schools and services and ensure that all their staff are treated consistently.

It is the responsibility of the local governing body and Headteacher of each school, and the Board of Trustees and CEO for Trust central services, to ensure that their school/service and its staff adhere to this GLT Human Resources Policy. In implementing the policy and associated procedures the local governing body, Headteacher and Trust staff must take account of any advice given to them by the GLT Head of HR the Executive Headteacher and/or Board of Trustees.

This Policy is subject to the Scheme of Delegation approved for the school or service. If there is any ambiguity or conflict then the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

If there is any question or doubt about the interpretation or implementation of this Policy, the GLT Head of HR or the Executive Headteacher should be consulted.

***Approval and review:***

This Policy is the responsibility of the GLT Head of HR.

This Policy was agreed by the Board of Trustees on 6 September 2017.

This Policy is due for review by: September 2020.

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England & Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

## **1 Introduction**

### **1.1 Context**

The Greenshaw Learning Trust is the single employer of all staff within the Trust's schools and in its central services. Therefore the Trust must have human resources policies and procedures that apply equally across all its schools and services and ensure that all their staff are treated consistently.

### **1.2 Designated roles and responsibilities**

The GLT Head of HR :

Jenny Cain Email: [jcain@greenshaw.co.uk](mailto:jcain@greenshaw.co.uk), telephone: 020 8715 1078.

GLT HR Advisors:

Stone King. Email: [lisasaggers@stoneking.co.uk](mailto:lisasaggers@stoneking.co.uk), telephone: 020 7324 3327.

Clerk to the Trust:

Susanne Wicks. Email: [swicks@greenshawlearningtrust.co.uk](mailto:swicks@greenshawlearningtrust.co.uk), telephone: 020 8715 1078.

Each School in the Trust will designate a School HR Manager (who may be the School Business Manager) who will be the primary point of contact within the school for employees raising HR matters and for liaison with the GLT Head of HR.

In accordance with the GLT Trade Union Recognition Agreement - the authorised Trust side representatives to the JCNC will be any of: GLT Director of Resources, GLT Head of HR and the Chair of the Board of Trustees; and the Trust side Secretary will be the GLT Head of HR.

Responsibility for the implementation of this policy in a school in the Trust has been delegated to the Headteacher of the school. Responsibility for the implementation of this policy in Trust central services has been delegated to the Executive Headteacher (CEO) of the Trust. (Such delegation is subject to the GLT Scheme of Delegation and any specific Scheme or alteration or restriction on the Scheme placed on the school or service as approved by the Board of Trustees.)

All Headteachers and other relevant Trust staff will engage with and take advice from GLT Head of HR and the Trust's HR Advisors as appropriate in any matters relating to this Policy and associated Procedures.

### **1.3 Approval and review**

The officer responsible for this Policy and associated Procedures is the GLT Head of HR.

This Policy was agreed by the Board of Trustees on : 6 September 2017.

This Policy is due for review by the Board of Trustees on or before September 2020.

The Policy and Procedures will be reviewed regularly in line with changes to legislation. Before implementing changes in employment policies and procedures and working and organisational arrangements, the Trust will where appropriate undertake consultation and

negotiation with Trade union representatives through the JCNC under the terms of the GLT Union Recognition Agreement (see 2.12).

#### **1.4 Terminology**

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the academy.
- Executive Headteacher means the chief executive officer of the Greenshaw Learning Trust.
- Central Trust staff means staff employed by the Trust to provide central or Trust-wide services, as distinct from staff employed to work in a specific school or schools.
- Local governing body (LGB) means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions for the management of the school.

#### **1.5 General application of HR policies and procedures**

Where a school is operating under the Trust's standard/default Scheme of Delegation the policy and associated procedures will apply as written. If the Board of Trustees has agreed and notified the Headteacher &/or Chair of Governors of any alteration or restriction to the Scheme of Delegation for a particular school then the terms of that alteration/restriction will over-ride the relevant terms of this policy or relevant procedure.

If there is any uncertainty about the interpretation or application of this Policy or associated Procedures, the GLT Head of HR should be consulted and their advice should be followed.

Details of the application of this Policy and its associated Procedures will be set out in the relevant procedure.

Subject to the application described in each specific Procedure, in general:

Where the subject of the Procedure is a member of school staff: the Headteacher will be responsible for carrying out the Procedure; the Headteacher may delegate the carrying out of specific aspects of the Procedure to an appropriate member of their staff – normally the member of staff's line manager. Any appeal will be to a committee of the LGB.

Where the subject of the Procedure is the Headteacher: the LGB will be responsible for carrying out the Procedure (which may be delegated to a committee), but must inform and take advice from the Executive Headteacher and may be required to involve the Executive Headteacher and/or their representative and/or Trustees in any process. Any appeal will be to the Trustees. Formal action against a Headteacher will require approval of the Board of Trustees.

Where the subject of the Procedure is a member of central trust staff: the Executive Headteacher will be responsible for carrying out the Procedure; the Executive Headteacher may delegate the carrying out of specific aspects of the Procedure to an appropriate member of their staff – normally the member of staff's line manager. Any appeal will be to a committee of the Board of Trustees.

Where the subject of the Procedure is the Executive Headteacher: the Chair of the Trustees will be responsible for carrying out the Procedure; any appeal will be to a committee of the Board of

Trustees – who must not have been previously involved in the matter.

The Headteacher and/or member of staff acting on their behalf must consult and take advice from the School HR Manager; the School HR Manager must consult and take advice from the GLT Head of HR and/or GLT HR Advisers.

When any Procedure progresses beyond the informal stage, the GLT Head of HR and/or GLT HR Advisers must be informed and their advice must be taken into consideration.

In addition to any specific requirements set out in the Procedures, it is recommended that the Headteacher and/or School HR Manager should seek advice from the GLT Head of HR / and or GLT HR Advisers at all stages of any Procedure.

The GLT Head of HR and/or GLT HR Advisers can provide advice on matters of policy, procedure and employment law.

If an employee has a concern about the implementation of this Policy or it's associated Procedures, they should take the matter up with the School HR Manager.

### **1.5 Associated Policies and procedures:**

Constituent Procedures:

- GLT Staff Code of Conduct
- (GLT Recruitment and Selection Procedure \*)
- (GLT Probation Procedure \*)
- GLT Performance Management and Pay Policy
- GLT Staff Additional Leave Policy
- GLT Procedure for managing sickness absence
- GLT Grievance Resolution Procedure & Guidance
- GLT Staff Capability Procedure
- GLT Staff Disciplinary Procedure
- GLT Union Recognition Agreement

Associated Policies and Procedures:

- GLT Equalities Policy
- GLT Safeguarding Policy
- GLT Finance Policy and Procedures

(\*Pending the approval by the Board of Trustees of new Trust-wide policies and procedures in these areas, schools will follow their existing policies and procedures, and Trust central services will follow the policies and procedures of Greenshaw High School, qualified and amended by this Trust HR Policy as detailed below at 2.4 and 2.5.)

## **2 Human Resources Policy**

### **2.1 Principles**

The Trust recognises that staff are its most important asset and that the success of the Trust to deliver its objectives depends upon the performance and professional approach of individual members of staff.

The Trust and its schools must apply this Policy and associated Procedures consistently and in a non-discriminatory way in order to ensure fair treatment of all employees.

The Trust also believes in promoting diversity and ensuring that difference is recognised and celebrated within the context of fairness and equality.

### **2.2 GLT Staff Code of Conduct**

The Trust will foster a culture of the highest professional standards.

All employees have a responsibility and duty to keep students and themselves safe and to protect them from physical and emotional harm. This duty, is in part exercised through the development of respectful, caring and professional relationships between our employees and our students. All Trust employees should demonstrate behaviour of integrity, maturity and good judgement.

All employees of each school in the Trust and of the Trust central service must abide by the GLT Staff Code of Conduct.

### **2.3 Safeguarding**

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

All schools and services in the Trust and their staff must abide by the GLT Safeguarding Policy.

### **2.4 Recruitment and selection**

The Trust is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes recruitment of the highest calibre of staff and equality of opportunity.

Pending the approval by the Board of Trustees of Trust-wide recruitment and selection policies and procedures:

- i. Schools will follow their existing recruitment and selection policies and procedures, qualified and amended by this Trust HR Policy, the specific recruitment procedures described below, any appropriate HR policies and procedures approved by the Trust, and to any conditions or restrictions placed on the delegated powers of the local governing body and/or Headteacher by the Board of Trustees, and taking advice from the GLT Head of HR.
- ii. For Trust central staff, the recruitment and selection policies and procedures of Greenshaw High School, qualified and amended by this Trust HR Policy and the specific recruitment

procedures described below, will be followed under the direction of the GLT Head of HR.

GLT Recruitment procedures:

- i. Any vacancies must be notified to the GLT Head of HR and their advice must be taken into consideration when planning and carrying out recruitment.
- ii. Headteacher: recruitment is the responsibility of the LGB, and will be carried out by a committee of the LGB with involvement of Trustees and advice from the Executive Headteacher; the decision to appoint, on the recommendation of the LGB, must be taken by the Trustees.
- iii. School Senior Leadership Team (only): recruitment is the responsibility of the LGB, and will be carried out by a committee of the LGB advised by school and Trust staff.
- iv. School staff (other): recruitment is the responsibility of the Headteacher, and will be carried out by school staff.
- v. Executive Headteacher (Trust CEO): recruitment is the responsibility of the Board of Trustees, and will be carried out by a committee of the Board.
- vi. Trust Senior Leadership Team (only): recruitment is the responsibility of the Trustees, and will be carried out by a committee of the Trustees with involvement of the Executive Headteacher.
- vii. Trust central staff (other): recruitment is the responsibility of Executive Headteacher and will be carried out by Trust central staff.

## **2.5 Probationary Procedure**

The Trust and its schools will ensure that all new employees receive adequate support during their probationary period and that they can demonstrate the skills necessary to carry out the job for which they have been recruited, to the standard required.

All schools and services within the Trust must implement and follow the GLT Probation Procedure.

All new employees joining the Trust will be subject to a six-month probationary period.

In addition, schools will follow their existing probationary procedures, and Trust central services will follow the probationary procedures of Greenshaw High School.

## **2.6 Performance Management Procedures**

All Schools and services within the Trust must follow the GLT Performance Management and Pay Policy.

## **2.7 Additional Leave Policy**

The Trust and its schools will ensure that whilst decisions on additional leave will reflect the Trust's role as a caring and reasonable employer, additional leave requests will be balanced with the needs of the Trust and the school and the impact on the education of students.

All schools and services within the Trust must implement and follow the GLT Staff Additional Leave Procedure.

## **2.8 Procedure for Managing Sickness Absence**

The Greenshaw Learning Trust is committed to providing a safe and healthy working environment for all its employees and that all employees are treated fairly and consistently. It recognises that the health and welfare of its employees is key to delivering effective services, but that sickness absence has an adverse impact on the efficiency of services provided and affects the workload of other employees.

All schools and services within the Trust must implement and follow the GLT Procedure for Managing Sickness Absence.

## **2.9 Grievance Resolution and Guidance Procedure**

The Greenshaw Learning Trust will seek to resolve any grievance as quickly as possible, in the first instance informally. Any employee of the Trust may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to talk about with management.

All schools and services within the Trust must implement and follow the GLT Staff Grievance Resolution and Guidance Procedure.

## **2.10 Staff Capability Procedure**

The Greenshaw Learning Trust will ensure that managing employees' performance is a continuous process that involves making sure that the performance of employees contributes to the goals of individual schools and the Trust as a whole.

All schools and services within the Trust must implement and follow the GLT Staff Capability Procedure.

## **2.11 Staff Disciplinary Procedure**

The Trust seeks to ensure that all employees achieve and maintain the required standards of behaviour and conduct and where standards are deemed to be unsatisfactory, to support staff to improve.

All schools and services within the Trust must implement and follow the GLT Staff Disciplinary Procedure.

## **2.12 Trade Union Recognition Agreement**

The Greenshaw Learning Trust will consult and negotiate where appropriate about terms and conditions and other matters relevant to the employment of teaching and support staff within the Trust with the appropriate trade unions, as representatives of those staff.

The Trust and the schools and services within it will follow the terms of the GLT Trade Union Recognition Agreement.