

WEST KIRBY RESIDENTIAL SCHOOL & SEN COLLEGE	
Role Description: Trustee with Responsibility for Human Resources West Kirby Residential School 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	<p>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:</p> <ul style="list-style-type: none"> • 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:	<p>Contribute to the strategic discussions at Board meetings which determine:</p> <ul style="list-style-type: none"> • 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;
- 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.

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.

When required, serve on panels of Trustees to:

- 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; • 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.
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