



Oxford Diocesan
BUCKS SCHOOLS TRUST

Our Human Resources offer

Empowering our unique schools together



OXFORD DIOCESAN BUCKS SCHOOLS TRUST

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Be part of an exciting and growing MAT.

Be part of a family of schools growing into a community of schools.

OUR ODBST SHARED SERVICES OFFER FOR YOU

The ODBST provides a range of high-quality services to support schools and help them to provide the best learning environment for their pupils. The service also ensures all schools achieve efficiency improvements and cost savings. These shared services are available for all schools in the ODBST and are also offered to other schools and Trusts who need additional support or guidance.

The ODBST Shared Services are those services and functions of the Trust that are not contained within a school budget and are not the responsibility of a school headteacher and/or governing body, including:

- Functions and services required for the ODBST to fulfil its statutory responsibilities.
- Core shared services that the Board of Trustees has decided need to be consistent across the ODBST, or are only done effectively as a single or trust-provided service.
- Trust-wide shared services that schools and the Board of Trustees have agreed collectively should be used by all ODBST schools and/or provided centrally.
- Functions and services provided by and through the ODBST Shared Service to one or more ODBST schools.
- Functions and services offered by and through the Trust Shared Service on a traded basis to schools outside the ODBST.

The Shared Services team consists of experts including school improvement, finance, human resources, estates, health and safety, clerking, and pupil support services. The team evolves to meet the needs of the ODBST's corporate responsibilities and of our unique schools.

Sulina Piesse, Chief Executive Officer



OUR ODBST HUMAN RESOURCES SERVICE FOR YOU

A people centred tailored approach for our schools.

Everyone working in our schools has an impact on young people's lives. ODBST believes strongly in working in close collaboration with our school leaders to provide a people-focused and pragmatic service to schools. We want to support headteachers in building a workplace which is attractive and supportive for professionals. Our schools are all unique and every employee is an individual – at ODBST we do not believe that “one-size fits all”.

Our HR Partners take the time to understand the nuances of each of our schools and individual strengths and challenges and develop bespoke approaches underpinned by the necessary legislation and policies. One of our values is empowerment and we are keen to support the growth and development of our school leaders to provide them with the confidence and skills to effectively oversee recruitment, training and the support of teachers and support staff. The team will provide support to enable leaders to take a proactive approach in the management of teams within provided legally compliant policies and procedures across the complete employee lifecycle.



Employee Attraction/Recruitment

- Safer recruitment compliance
- Equality, diversity and inclusion (EDI) recruitment practices through MyNewTerm (on-line platform)
- Model job descriptions, job evaluation and benchmarking
- Advice, support and guidance around selection activities and co-ordination and input on leadership level appointments



Training and Development

- Suite of ODBST bespoke training and CPD opportunities across the academic year
- E-learning to cover a number of compulsory courses
- Buddying opportunities available through our hub networks



Employee Relations

- Supporting schools with appraisal, disciplinary, probation, performance management and capability, maternity and best practice, staffing structures etc.
- Partnering schools through projects such as restructures and TUPes, and support in reviewing school structures including benchmarking data.



Policies, Procedures, Payroll

- All contracts of employment are issued centrally alongside guidance for update letters around T&C changes.
- Provision of template documentation, both statutory and non-statutory.
- Provision of timely HR updates and communication of any relevant changes (e.g. legislation changes or pay awards)
- Co-ordinating school's own processing of payroll through Bucks

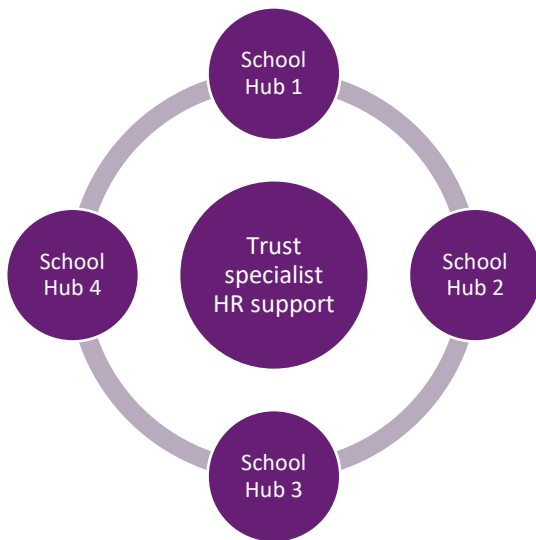


Support there when you need it

- Not just over the telephone or by email but in person when required
- Allocated HR Partner for your school's needs



OUR HUMAN RESOURCES MODEL

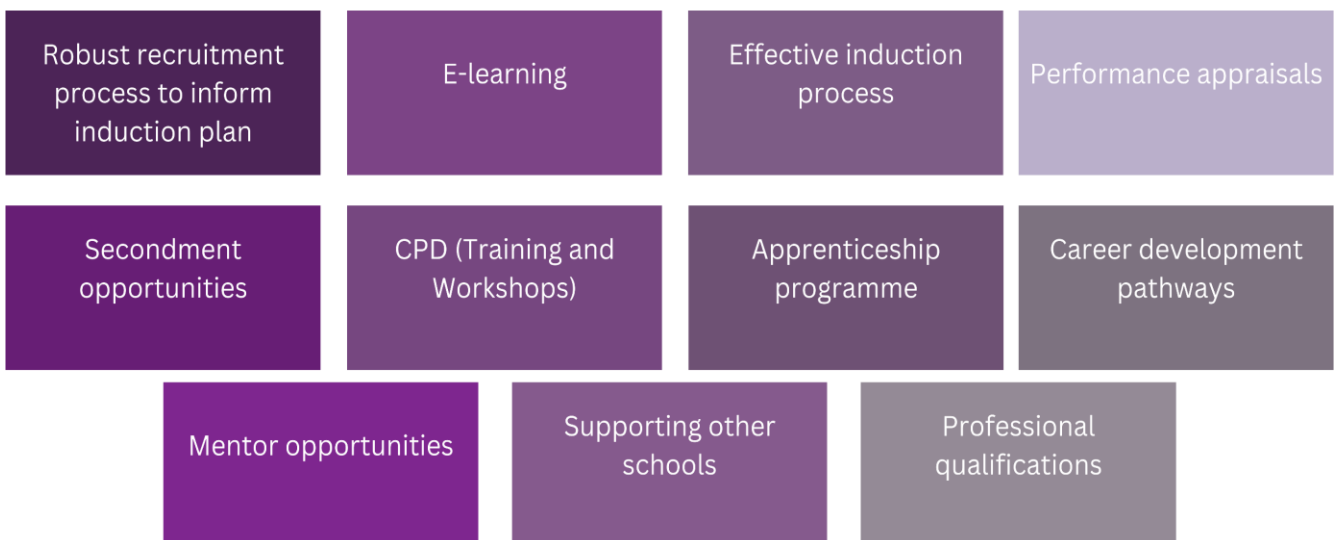


The ODBST HR team works in partnership with schools. Each school is allocated an HR Partner to ensure that they can build effective relationships with a named individual who understands the school so that any solutions offered are most effective for the school's unique situation and people. In addition, the HR team work collectively to support individual schools on various projects to utilise the strength of expertise across different areas.

There is strength and knowledge across individuals in our schools and in our hubs. In ODBST we believe that we should all learn from our community of school professionals and therefore seek opportunities for input on policy and procedure to ensure that our people solutions are dynamic and pragmatic.

In a nutshell, the ODBST HR Team are there when schools need them.

DEVELOPING TALENT



ODBST are in the process of developing career pathways for every role within the Trust. The pathways will be underpinned by our robust training and CPD offering as well as professional qualifications where appropriate. All schools have access to the Trust apprenticeship levy funding. Whilst teaching staff's pathways are well defined across the sector, support staff in schools historically have been unclear as to how they can grow and develop beyond their recruited role. ODBST is keen to shine a light on development opportunities for all employees.



SUPPORTING OUR PEOPLE

At ODBST we are passionate about people! Recruiting the right people for our school's children, helping them develop and grow in their roles and careers and supporting them throughout their journey is a shared aim throughout our Trust. Ensuring our employees feel supported and valued for the work that they do is key to an effective relationship. The Trust offers:

Standard Benefits

- As you would expect, our Trust offers all the standard benefits that your employees would expect including (not a comprehensive list):
- Competitive pay structures
- Teacher and support staff pension schemes
- Compliant sickness and absence management policies
- Flexible working opportunities

Employee Assistance Programme

- A comprehensive free to use, confidential Employee Assistance Programme covering:
- Counselling
- Financial advice/wellbeing
- Legal information
- Relationship advice
- Bereavement
- Support with stress and anxiety

Staff Survey

- Trust wide staff survey covering suite of questions around the employee experience as well as the Health and Safety Executive stress survey questions.
- Schools are provided with their own school's data as well as comparative data against other Trust schools.
- Timely survey feedback allows leaders to take action in required areas under the development plans and shows employees that their voices are heard.

Wellbeing

- A Trust wide wellbeing strategy that looks beyond the gimmicks and "add ons" and addresses the key foundations of wellbeing for its employees.

Safeguarding Support

- A Trust Safeguarding Lead to support schools to achieve the best outcomes for their children.
- Currently trialing DSL Supervision methods using professional psychologists to ensure that our safeguarding staff in schools are effectively supported in their work.

Collaborative structure

- Trust leaders work closely with all school leaders to ensure that each individual school's needs are met.
- Schools are encouraged through our hub structure to work closely together for support and challenge.



HUMAN RESOURCESFREQUENTLY ASKED QUESTIONS AND ANSWERS

Human Resources frequently asked questions and answers

1. What happens to all of the staff?

All staff are entitled to transfer, under TUPE regulations, to the Academy with their same terms and conditions as at present. ODBST continue to operate under nationally agree teachers pay and conditions and local authority schemes for non-teaching staff.

2. Can you advise on any changes to pensions and employment details for staff?

Current employees undergo a TUPE process which protects their pay and conditions at the point of transfer – this applies to both teaching and non-teaching staff. The ODBST is a member of the TPA and LGPS and has chosen to maintain the Teachers pay and Conditions as set out in the latest STPCD. Non-teaching staff continue to be paid using Green Book and local salary scales (where applicable).

3. Can you advise on the training and support for our school admin/bursar with regard to monthly budgeting/finance system?

All our bursars get extensive training. The Trust teams for HR, Finance and Operations all provide half termly meeting/briefings for relevant individuals within the school to come together to discuss their work. Workshops are run for various key processes across the school year including around the Workforce Census and Budgeting.

4. What support is there for schools with recruitment?

Our HR team will support schools with day-to-day recruitment queries. In terms of selection processes, the ODBST would support any leadership recruitment but we tend to find that schools want to manage other roles internally.



Thank you for your interest in the Oxford Diocesan Bucks Schools Trust

