



## **Job Application Pack Regional HR Manager**

Permanent, 37 hours per week, All Year Round  
Grade 12, Points 42-46, £37,306 to £41,025 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy. From January 2018 the Trust are pleased to be forming a partnership with The Nottingham Emmanuel School.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Business Services



Maria Lysenko, Chief Operating Officer leads a high calibre of business services which are provided to the academies within the Trust as follows:

### Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

### Corporate Services

We understand the need to provide efficient corporate services to support effective communication, procurement and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

### Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources.

### Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

### Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements.

### Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

### IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



### Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.



## The Vacancy

The HR Team is led by the HR Director, working closely together to provide a comprehensive HR service across the entire Trust. We offer a wealth and depth of experience to provide high quality, solution focused support, underpinned by a comprehensive up to date knowledge of education law, employment law and HR best practice.



The HR Team provide advice, guidance and practical support to the Trust and academies, including:

- Written policies, guidance and toolkits specifically designed to meet the ever changing and complex challenges faced by academies;
- Comprehensive support on all employee relations matters including appraisal/ competency, grievance, disciplinary, safer working, recruitment, absence, redundancy and performance related pay issues;
- On site and practical support to manage HR related matters and investigations, including production of reports and correspondence;
- Advisory support to Principals, Governing Bodies and Trustees at formal hearings and appeals;
- Expert job evaluation analysis to ensure that all posts in your academy comply with the Trust's equal pay structure and equal pay legislation;
- A full range of HR related training; and
- A fully supported recruitment and appointment processes.

Each Regional HR Manager is responsible for managing and leading the HR service delivered to a designated cluster of academies, working alongside the Regional HR Officer and other centrally based staff to do so. They will develop strong working relationships with the Principals, Senior Leaders and other key stakeholders to ensure that they have a good understanding of the context and needs of the academies within their assigned cluster in order that the HR service supports individual academy improvement priorities and the overall HR strategy.

The growth of the Trust presents an incredibly exciting time to join us as the function and scope of the HR Team evolves, providing unique opportunities for professional development and career progression for the right individual.

The post of Regional HR Manager would suit individuals with previous experience of working in a HR environment delivering a broad range of HR services, leading casework, projects and initiatives and coaching colleagues.

The successful candidate will need to evidence experience of working in a demanding environment and the ability to work in an independent, organised and methodical manner. They will need to demonstrate an ability to manage and prioritise their own workload whilst line managing the Regional HR Officer and supporting the other members of the team to manage conflicting demands to ensure deadlines are met.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.



The postholder's working time will be divided between the academies within their designated cluster and the Central Head Office in order to provide a presence at the academies, whilst also facilitating specialist HR team meetings and communication. Each of the campuses are geographically close. Please note, the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

**Closing Date:** 9am, Friday 8th December 2017

**Interview Date:** Week commencing 18th December 2017

## Job Description

**POST TITLE:** REGIONAL HR MANAGER

**GRADE:** 12, POINTS 42-46

**SALARY:** £37,306 to £41,025 per annum

**RESPONSIBLE TO:** HR DIRECTOR  
CHIEF OPERATING OFFICER

### JOB PURPOSE

- Manage and lead a comprehensive HR service to a designated cluster of academies, utilising the Regional HR Officer and central HR team members to do so.
- Support the development and implementation of relevant policies and procedures within the cluster to ensure an effective and comprehensive HR function which models best practice and is compliant with legislation, whilst meeting the business needs of the academies and Trust;
- To provide advice, guidance and coaching to senior staff and stakeholders within the cluster on HR and line management matters;
- Support Trust wide HR work and processes, to include assisting in the development and implementation of Archway Learning Trust's HR Strategy which supports the Academy Improvement Plans;
- Line manage the Regional HR Officer to ensure the role delivers a good quality and effective support to the cluster.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

1. To work closely alongside the Principals and senior leaders and stakeholders within a designated cluster of academies to lead and manage an effective and efficient HR service to the cluster which is responsive to their business needs;
2. To report and provide other relevant information in relation to HR matters both to the HR Director and central team and to the Principals and senior leaders of the academies within the cluster;
3. To maintain an overview of staffing and organisational changes within the cluster through post changes, new starters, leavers and employment of casual, temporary and fixed term staff including the maintenance of organisational staffing structure charts;
4. To lead and manage the recruitment needs of the academies within the cluster, including provision of advice and guidance to senior leaders, ensuring appropriate recruitment authorisations, preparation of recruitment materials, placing of advertisements and liaison with the local academies and central HR team members throughout any subsequent recruitment processes
5. To evaluate both new and existing support staff posts in accordance with the Trust's job evaluation scheme;
6. To liaise with the local academies and central HR team in relation to new appointments to ensure compliance with all recruitment and safeguarding requirements and to manage the process for all staff induction and probation administration, ensuring timely and accurate contracts of employment and collation and dissemination of information to the employee and line manager;
7. To have oversight of the processes that ensure all employee contractual variations, changes and resignations are processed in accordance with procedure, liaising with the Trust's central HR and Finance Team members as appropriate.
8. To liaise with the Trust's payroll providers and central HR Team and Finance Team members in relation to payroll matters, including monthly payroll reconciliation.
9. To coordinate, organise and deliver in-house induction, appraisal, professional development and training of staff within the cluster (ensuring all staff complete statutory compliance training such as Safeguarding, PREVENT and Whistleblowing);
10. Monitor staff absence within the cluster and manage the process for identifying absence triggers, holding initial welfare meetings with staff and coordinating subsequent meetings and occupational health referrals;
11. To provide leadership to the Regional HR Officer/s, advising, monitoring and supporting them as appropriate;
12. To be responsible for the effective and efficient delivery of a range of personnel advisory services to staff and managers across the cluster advising Governors, the Principals and senior leaders on compliance with legislation and good practice, liaising with the HR Director as appropriate;
13. To manage the cluster caseload to include disciplinary, capability, grievance and restructure cases;
14. Act as a key contributor to the development of the Trust wide HR function, including leading and delivering Trust wide HR projects and targeted work as identified with the HR Director, supporting the other Regional HR Managers and HR Officers to lead and implement these in their own clusters if appropriate;
15. To support the development of policies and procedures in relation to personnel management and lead the implementation within the cluster;
16. To support academies within the cluster during Ofsted and other inspections in relation to HR compliance;
17. Carry out any other duties associated with the post, as requested by the HR Director or Chief Operating Officer.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.



**PERSON SPECIFICATION – REGIONAL HR MANAGER**

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Relevant professional qualifications e.g. Associate/Chartered CIPD membership.	*	
Take responsibility for own professional development and of maintaining links with appropriate bodies in order to enhance knowledge and sharing of information.	*	
<b>KNOWLEDGE</b>		
Sound knowledge of current employment law and HR best practice	*	
Knowledge of safer recruitment checks in an education environment and the legislation underpinning these processes		*
Knowledge of Teachers' terms and conditions of employment (School Teachers' Pay and Conditions Document, Burgundy Book etc)		*
Knowledge of National terms and conditions for support staff		*
Knowledge of the National Job Evaluation Scheme		*
Knowledge of Data Protection legislation	*	
<b>EXPERIENCE</b>		
Previous experience of working within an educational setting.		*
Experience of case management including disciplinary, grievance and capability processes	*	
Knowledge and experience of whole Trust and academy procedures, organisation and structure.		*
Experience of dealing with Trade Unions and other key stakeholders effectively	*	
Experience of liaising effectively with outside agencies	*	
Experience of using SIMS or similar database		*
<b>PROFESSIONAL SKILLS</b>		
Strong interest in systems and processes which will add value and assist in managing change in an HR environment.	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships.	*	
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively.	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively.	*	
Customer focused attitude and proven ability to deliver service improvements and work to deadlines.	*	
Sound understanding of personnel and management information system and evidence of accurate, logical thinking in order to plan for processes, manage data and produce reports.	*	
<b>PERSONAL QUALITIES</b>		
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Commitment to Equal Opportunities	*	
Proactive, positive and resilient	*	
Willingness to work within the Christian framework of the Trust	*	