



## **Job Application Pack Regional HR Business Partner**

Permanent, 37 hours per week, All Year Round  
Grade 13, Points 46-50, £41,846 to £45,665 per annum

**Closing Date: 9.00am Monday 1 April 2019**

## 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 academies.

*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 and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

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

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
*Believe, Belong, Achieve*



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## 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, supported by two HR Business Partners who are based within the Academies for the majority of the week and then a small HR administration team based in the central office. The HR team together provide a comprehensive HR service across the entire Trust offering high quality, solution focused support to each Academy underpinned by 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;
- A fully supported recruitment and appointment processes.
- 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 including Safer Recruitment training

Each Regional HR Business Partner is responsible for managing and leading the HR service delivered to a designated cluster of academies. The successful candidate will be based at their allocated academies for the majority of their week and liaising with the central based HR team and other centrally based staff on a regular basis. 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 Business Partner 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 supporting and liaising 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 post holder'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 currently geographically close to each other but with growth of the Trust further travel may be required in the future. 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)

## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk). If you wish to discuss the role informally please contact Cate Holmes, HR Director on [cholmes@archwaytrust.co.uk](mailto:cholmes@archwaytrust.co.uk). To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am Monday 1<sup>st</sup> April 2019**

**Interview Date: TBC**

**Telephone:** 0115 929 7445

**Email:** [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk)

**Website:** [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk)

## **Job Description**

**POST TITLE:** **REGIONAL HR BUSINESS PARTNER**

**GRADE:** **13, POINTS 46 -50**

**SALARY:** **£41,846 to £45.665 per annum**

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

### **JOB PURPOSE**

- Manage and lead a comprehensive HR service to a designated cluster of academies, liaising closely and utilising the 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;
- 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 as directed a member of the HR team 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. Use the various HR systems and effectively extract data to provide information in relation to HR matters both to the HR Director and central team as well as 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. Provide realistic solutions to the Principal ensuring that staffing models are effective and fit for purpose.
5. 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.
6. To evaluate both new and existing support staff posts in accordance with the Trust's job evaluation scheme.
7. 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 work with the HR Assistant to ensure all staff induction and probation is undertaken in a timely manner. Advise academies regarding appropriate contracts of employment and collation and dissemination of information to the employee and line manager.
8. 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 Business Partners as appropriate.
9. To liaise with the Trust's Finance Team in relation to payroll matters to ensure a professional accurate payroll is achieved each month.
10. 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).
11. 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.
12. To provide leadership to members of the central HR team advising, monitoring and supporting them as appropriate.
13. To be responsible for the effective and efficient delivery of a range of HR 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.
14. To manage the cluster caseload in the area of disciplinary, capability, grievance and restructures at all stages of a case up to conclusion, advising in a business focused and legally compliant manner.
15. To manage any TUPE transfers in and out of the Trust when applicable
16. Represent the Trust in liaising with external agencies such as the LADO and attend any relevant meetings e.g. Strategy meetings.

17. To make any referrals to the appropriate body is required e.g. Disclosure and barring service, Teachers services.
18. 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 Business Partner and HR team to lead and implement these in their own clusters if appropriate.
19. To support the development of policies and procedures in relation to personnel management and lead the implementation within the cluster.
20. To be an effective team member with the other cluster Regional Business Partners in IT, Operations and Finance functions and to attend and input into the regular cluster Business Partner meetings.
21. To support academies within the cluster during Ofsted and other inspections in relation to HR compliance. This includes having responsibility for ensuring that the SCR for their cluster Academies is fully compliant and up to date.
22. To work closely with the HR Director on any service improvement of the HR team and to deputise with the other HR Business Partner in their absence if required.
23. 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

	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 TUPE 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 HR systems to extract and an ability to manipulate data	*	
<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	*	