



Recruitment Pack

Chief People Officer



As Chief Executive of Archway, I'm delighted that you're interested in our Chief People Officer vacancy and I'd like to take this opportunity to tell you a little more about us and all that we offer.

I'm immensely proud of our trust; all that we have built and all that we stand for. We have a strong history dating back to 1706, when a school was set up in the archway of St Mary's Church, High Pavement to provide free education to lift the poor out of poverty.



In many ways we stay firm to that mission today, believing deeply that the children that attend any of our schools should have a transformational educational experience no matter what their starting point or circumstance. I am passionate that we should allow children to grow and flourish and that their time with us should close gaps, enable social mobility and build cultural capital.

We have evolved and developed into the diverse and dynamic trust we are today by living out our values of inclusion, collaboration and excellence and putting children and young people at the heart of all we do.

Whilst celebrating our past, we are also ambitious about our future. The role of the Chief People Officer will be central to shaping what that future looks like.

Our employees are critical to the success of our trust. As an employer, we value all our colleagues and, whether they are classroom-based or not, we understand that each and every one is making a difference to the lives of our young people. We're proud to work together and we expect every colleague to share our vision of 'Working Together. Transforming Lives.'

We have a strong focus on development and wellbeing to ensure our colleagues are challenged, motivated and happy in their work and feel a sense of belonging. This post will be pivotal in building this culture and ethos.

I hope Archway sounds like the kind of organisation you would like to be part of, and we look forward to receiving your application.

To watch a short video and hear more about who we're looking for and the difference you could make in this role, please visit www.archwaytrust.co.uk/chief-people-officer/



Sian Hampton, CEO

We are currently seeking a talented, committed and dynamic Chief People Officer to join our trust and lead our HR Team to provide an effective service across the entire organisation.

This senior role sits within our supportive and ambitious Executive Leadership Team, reporting directly to our Chief Executive, and you will be joining us at a genuinely exciting and critical time as we look forward to our next period of growth.

This post is pivotal to the success of our entire trust. We believe that when we get our people offer right and appoint, train and develop our colleagues to be the best version of themselves, then our children will flourish and our organisation will thrive.

As a large, values-led multi-academy trust we care deeply about not just our children and young people but all our colleagues in our Archway family.

Therefore, we're looking for someone who is passionate about making a difference in the lives of young people, who is committed to living by our values of inclusion, collaboration and excellence, and who can help lead us into the next stage of our growth journey.

Archway has doubled in size over the last three years, and this has brought a number of challenges. Ensuring that our staff team is fully equipped for life post-covid and has the resilience and tenacity to face into the headwinds of uncertainty with confidence, is a large part of this role.

We need someone with the skills and expertise to help us navigate through the financial obstacles that lie in our way as well as maximising the opportunities that flexible working can bring to our workforce.

We believe that wellbeing goes far beyond the usual offers. We need someone who will think deeply about the opportunities to build and support our amazing staff team so that everyone, in every role, truly believes that they are valued, cared for and most importantly that they belong.

Belonging is a concept which is incredibly important to us at Archway as part of our inclusion value, and applies to our colleagues as much as our children and young people.

We are looking for someone who can develop and implement our People Strategy to impact how individuals behave, engage and value others. Someone who can develop a culture of progression, and who can develop us, the trust, as an outstanding employer.

The successful candidate will be visionary, decisive and insightful. You will provide strong, strategic leadership whilst inspiring and motivating others in the organisation, who are developing and growing themselves.

In return we are offering a competitive salary, flexible working options, a generous pension scheme, access to many other benefits through our employee benefit platform and mentoring and development support.

This is a fantastic opportunity to really make an impact on education and employment across the East Midlands.

The Chief People Officer (CPO) oversees multiple critical functions within the HR team.

This includes operational HR, talent acquisition and management, reward and recognition, performance management, learning and development, payroll, and HR casework.

As the leader of these people and teams, the CPO ensures alignment with organisational goals, fosters a positive work culture, and drives initiatives to attract, develop, and retain top talent.

The CPO plays a pivotal role in shaping the employee experience and driving organisational success through effective people management strategies, while also providing guidance and support on HR casework matters such as employee relations, grievances, and disciplinary actions.

Priorities

The Chief People Officer's priorities will include:

- Enhancing understanding of Archway's expectations for employees and leaders
- Fostering diversity, equity, and inclusion (DEI) across our workforce
- Continuing to develop our Archway People Offer to align with our values and culture
- Implementing leadership development programs
- A focus on recruitment and retention.

These efforts aim to improve employee satisfaction, retention, engagement, and performance while reducing turnover and casework related to DEI matters.

Our HR Team

Our HR team is currently made up of 10 colleagues in various roles, including HR Managers, HR Advisors, HR Administrators, a Learning and Development Manager, a HR and Payroll Operations Manager and a Payroll Assistant.

Between them, the team provide HR support to all our academies and the trust, in all areas of people strategy, employee relations, recruitment and onboarding, payroll and pension administration and all other HR operational processes.

Our Executive Leadership Team

This role sits within our Executive Leadership Team.

Our ELT is made up of seven dedicated and talented leaders, including our Chief Executive, Deputy Chief Executive, Chief Operations Officer, Chief Corporate Services Officer, Chief Finance Officer, Director of Teaching and Learning, and of course this role – Chief People Officer.

You can read more about our ELT by visiting: www.archwaytrust.co.uk/about-us/elt/

OUR MISSION

We are fully inclusive family of learners, providing nurture and an outstanding education experience for all to grow and flourish.

OUR VISION

To transform the lives of all through the power of working together.

OUR VALUES EXCELLENCE

We have unrelenting ambition for all. We are committed to the hard work and care that will deliver success, ensuring that no one is left behind.

COLLABORATION

We work together to achieve our common purpose of transforming lives. We achieve more together than we do alone.

INCLUSION

We embrace and value difference. Our varied backgrounds and experiences help to enrich us all. We champion the needs of all our young people.

OUR HISTORY

In 1706, beneath the Archway of St Mary's Church, our founders committed to educate the city's poorest children and lift them out of poverty.

OUR CHILDREN

We keep our children at the heart of every action and decision, embracing and celebrating their unique talents and needs.

OUR FAITH

We are proud to be a Church of England Trust, serving those of all Faiths and none with equal passion, care and devotion.

OUR CORNERSTONES: HOW WE LIVE OUR VALUES

EDUCATIONAL EXCELLENCE

We have exceptionally high expectations for all our pupils. Our knowledge-rich curriculum and Inspirational teaching prepares pupils to believe in their abilities, achieve excellent outcomes, maximise their potential and excel in the future.

INVEST IN OUR PEOPLE

We recruit and grow the best people. Through collaboration we lead, develop, challenge and support them to have the greatest positive impact on our children's education. We people to uphold our values and deliver on the mission of our Trust.

COURAGEOUSLY INCLUSIVE

Inclusion is at the heart of everything we do and every decision is made in the best interests of all. We relentlessly pursue equity of opportunity for all. Our children flourish regardless of background, learning need or starting point.

STRONG TRUST

We are financially and environmentally sustainable. Resilient and efficient infrastructure drives our educational excellence. Effective governance ensures our Trust is strong and drives school improvement.

OUR PRIORITIES 23-28

1. Have a converged, knowledge rich curriculum for all pupils.
2. Develop 'The ___ Way' in academies which embodies the inclusive ethos of our Trust and secures belonging for our all pupils.
3. Develop 'The Archway Way' to embed the same collaborative and inclusive culture across all areas of the Trust.
4. Be a data-rich Trust that makes and refines all decisions based on robust evidence into effective practice.
5. Have scalable, efficient and effective infrastructure.
6. Have a high-quality people offer that develops and retains our talent.
7. Be outwardly looking and known in sector both locally and nationally as an employer of choice and civic leader within our communities.
8. Codify our practice and strategies within the ALT Intranet.
9. Have expert governance that supports and challenges our whole Trust.

WHAT WILL IT LOOK LIKE?

1. All Academies are 'Good' or better within three years of joining the Trust
2. Achievement of pupils in all academies is above national average
3. Attendance all pupils is above national average
4. Suspensions and exclusions are lower than similar schools nationally and locally.
5. Finances are secure and better than national benchmark. Resources are well deployed for maximum efficiency and effectiveness.
6. Colleagues satisfaction and retention is higher than typical in the sector.

HOW WILL WE KNOW?

EXECUTIVE ASSURANCE

- Delivery Plan
- Risk Register
- Line Management
- Code of Conduct
- AIP & SEF
- PDR

INTERNAL ASSURANCE

- Academy Standards Review
- Study Tour
- Data Dashboards
- Academy Report Cards
- Peer Review
- Stakeholder Voice

EXTERNAL ASSURANCE

- MATSE
- Ofsted & SIAMS
- Performance Tables
- Diocesan Audit
- EFSA & DFE
- Parent View

OUR STRATEGIC APPROACH

INFORMED

Our work is evidence-informed to secure valid and measurable improvements in children's learning

FOCUSED

We target our time and resources where we can best secure improvements in children's learning

COLLABORATIVE

We find and share best practice from within the Trust and beyond to secure improvements in children's learning

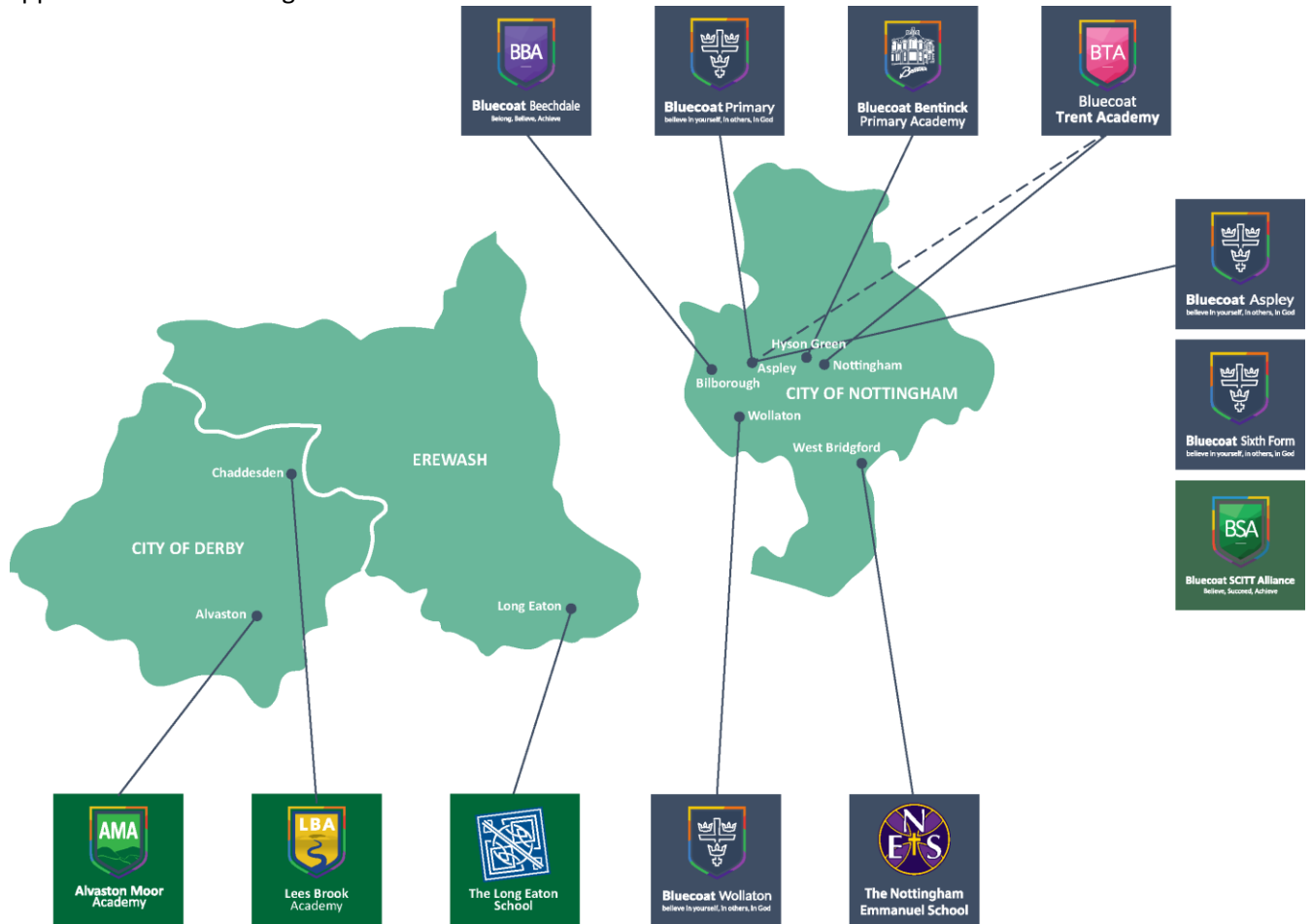
REFLECTIVE

We evaluate with integrity to shape and improve practice throughout the organisation

Archway currently comprises of eight secondary academies, two (soon to become three) primary academies, a separate sixth form and a SCITT Alliance (School Centred Initial Teacher Training) across Nottingham and Derby/shire.

We are in a period of growth, particularly in the primary sector, and anticipate an increasing number of schools joining our family in the near future, making this a truly exciting time to join us as a leader.

We are proud of our diverse student population and passionate about creating a staff team reflective of this diversity. Inclusion and fostering a sense of belonging is incredibly important to us and we actively welcome applicants from all backgrounds.



Safeguarding Children and Young People

We are 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 - References – Online Searches - Barred List Check (previously List 99) - Disclosure & Barring Service Check (for all staff and volunteers) - Childcare Disqualification Declaration Check (relevant Primary School posts only).

Continuous Professional Learning (CPL)

We have a strong track record of providing exemplary CPL for teaching colleagues and we're becoming more inclusive in the training and development of colleagues in all education roles within the Trust, such as Pastoral, SEND and Safeguarding teams.

This diagram shows the interconnectedness of the various elements of our CPL Programme for education colleagues for the year ahead. It clearly shows how the elements work together to develop the skill and expertise of colleagues for their role and provides them with opportunities to develop and grow within their career at Archway.

We are currently aligning our CPL offer for our support staff into a similar framework so all our colleagues are given the opportunity to develop.



Our Apprenticeship Levy

SPECIALIST SERVICES	
Training Programme	Level
Digital Marketer	3
Content Creator	3
IT Solutions Technician (Hardware/Software)	3
Laboratory Technician	3
Information Communications Technician	3

BUSINESS & PROFESSIONAL	
Training Programme	Level
Business Administrator	3
Team Leader or Supervisor	3
HR Support	3
Library, Information & Archive Services Assistant (LIAS)	3
School Business Professional	4
Operations or Departmental Manager	5

TEACHING, EARLY YEARS & SPORTS	
Training Programme	Level
Teaching Assistant	3
Teaching Assistant SEND Pathway	3
Sports Teaching Assistant	3
Early Years Educator	3
School Staff & Community Wellbeing Champion	3
Sports Coach	4
Higher Level Teaching Assistant	4
Higher Level Teaching Assistant SEND Pathway	4
Early Years Lead Practitioner	5
Children, Young People & Families Manager	5

Archway Learning Trust recognises that apprenticeships are an excellent way for individuals to further their learning and gain recognised qualifications whilst gaining employment experience. At the Trust we recognise that apprenticeship roles play a vital contribution to the running of each academy within our multi academy family.

Archway offer courses from LMP Education. Employees who want to progress their knowledge in their field and develop their career are able to enrol onto the course that LMP offer.

To see a full list of the 2023 courses offered by LMP, please follow this link - [Course Listing Apprenticeships 2023 \(lmp-group.co.uk\)](https://lmp-group.co.uk/Course-Listing-Apprenticeships-2023)



Explore your benefits









Here at Archway, we offer our employees a variety of benefits. From flexible working opportunities to our generous pension scheme – we have lots to offer.



As well as our shopping and lifestyle savings, we also offer a wellbeing platform where employees are able to access expert help and support for life's ups and downs 24/7, 365 days a year. Within this platform, employees are able to access resources, contact the 24/7 helpline, set fitness goals and take health assessments as well as access counselling services.



Archway also offer a very generous pension scheme with contributions of over 20% into employees' pension pots!

 <p>Fashion Favourites Save 8% with a gift card</p> <p>Save 8% Physical gift cards</p>	 <p>Jet2Holidays Save 7% with an e-voucher</p> <p>Save 7% E-vouchers</p>	 <p>Lavish Spa & Beauty - High.. Save 10% with an e-voucher</p> <p>Save 10% E-vouchers</p>	 <p>Sky Sky TV and Netflix - for the best TV all in one place – for.</p> <p>Save 20% Discount code</p>	 <p>Fitbit Get 20% off the Fitbit product range with Code 'GOFIT'</p> <p>Save 20% Discount code</p>	 <p>Spotify Save 5% with an e-voucher</p> <p>Save 5% E-vouchers</p>
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With lots more – Vivup has 350+ benefits to offer!

Other Archway benefits:

- ✓ Opportunities to develop new skills and progress your career.
- ✓ Access to discounted travel schemes
- ✓ Comprehensive training and support
- ✓ Employee Assistant Programme (EAP)
- ✓ Self help books
- ✓ Eye care voucher scheme
- ✓ Free flu vaccine
- ✓ Access to e-learning and development

POST TITLE:	Chief People Officer
GRADE:	18, POINTS 66 - 70
SALARY:	£83,215 - £88,641 per annum
RESPONSIBLE TO:	CEO
RELATIONSHIPS WITH:	Trustees, Executive Leaders, Academy Leaders including Executive Principals, Principals and Head teachers, Unions

Job Purpose

As a critical part of our Executive Leadership Team, you will contribute to shaping the strategic direction of the organisation and foster a culture of excellence, nurture and care that exemplifies our values. You will create and deliver our People Strategy and HR Operating Plans to realise our medium and longer-term strategic priorities through effective integration of operational HR, talent, reward, performance, and learning.

You will create and deliver on plans that create a positive employee and manager experience across the full employee lifecycle, whilst building high performing capability and people plans through effective talent development. You will be enabling our workforce to perform at their best while being valued, appreciated, and safeguarded.

Specific Responsibilities

Strategic Leadership

- Establish a robust People Strategy and deliver HR Operating Plans ensuring the right balance between employee advocacy and educational/organisational delivery
- Collaborating with fellow executives, trustees and the wider leadership on organisational development to create and implement the right strategies and ensure deployment of resources for effective delivery and driving business change
- Own and implement a suite of HR functional policies, guidance and procedures that enable the delivery of our people strategy and promote consistency and fairness in their application
- Provide exemplary leadership across all people-matters as well as ensuring good governance, highest standards of regulatory and legislative compliance, and ethics.
- Enable strategic ongoing change through effective change management processes that support the overall aims of the trust.

Workforce Engagement

- Inspire, enthuse, lead, develop, nurture, and retain a highly committed team exemplifying our guiding principles and driving employee engagement for success.
- Maintain appropriate and affordable people reward strategy and practice, ensuring that we remain competitive in the sector.
- Develop and sustain innovative talent pipeline arrangements that represents our communities and societal changes in workforce demographics including early career and leadership development through effective management development initiatives
- Foster an inclusive, collaborative, high performing and engaging organisational culture that values and demonstrates equality, diversity and inclusion, consideration of employee voice and perspectives towards championing a customer-oriented and inclusive culture

- Optimise the deployment of technology, data, and information across HR to simplify, improve and shape positive performance and employee experiences across the entire life cycle.
- Manage HR services ensuring high quality, cost effective and efficient delivery

Culture, Values and Behaviours

- Maintain a strong education focused approach at the heart of all we do.
- Promote the values and commitment to equality and diversity

Person Specification

Knowledge and Experience

- Educated to degree level or equivalent
- Business and HR credentials such as FCIPD, MCIPD or equivalent
- Experience of senior level leadership and engagement across a multi-site organisation, shaping, and delivering complex change and growth programmes, leading organisational culture, engaging with and motivating a diverse staff team
- Experience with organisational design and development, managing change and delivering successful transformation
- Delivery of HR good practice and multisector insight to shape and deliver compelling employee experience
- Proven track record of good HR practice in corporates and / or public sector including contributions to shape and deliver corporate objectives, policies, strategies, and business plans
- Experience of managing relationships with trades unions and fostering positive employee relations
- Expertise in job evaluation, development of pay and reward strategies and understanding of good practice
- Workforce demographics and embedding employee value propositions to engage and retain a diverse workforce
- Understanding of health, safety, environmental, employee safeguarding, mental health and wellbeing matters together with relevant implementation and management experience

Desirable

- Appreciation and understanding of the regulatory, social, and economic environment and its impact on education sector

Skills and Abilities

- The ability to develop and deliver solutions across a full range of HR disciplines including total rewards, talent development and retention, resourcing and recruitment, employee engagement, employee relations
- A proven track record of results in supporting and empowering line management to deliver great people management
- The ability to shape and influence organisational structures, processes and culture that promote and sustain agility, high performance and our values

- The ability to proactively seek out partners and collaborate across the organisation to build unity and achieve greater impact
- Lead in a way that inspires and brings colleagues with you, harnessing their energy and expertise to achieve success
- Be a strong team player, leading and influencing effectively in an outcomes-led, matrix environment to achieve change collaboratively

Style and Behaviours

- Able to command the trust and respect of fellow Executives, Trustees, and wider leadership
- Able to present a credible leadership style to external and internal stakeholders
- Strive to continually improve the quality of services provided
- Define and monitor performance against targets and takes remedial action where required
- Able to challenge underperformance constructively

Role Scope and Performance Indicators

- Create and deliver the People Strategy and Operating Plan
- Effective budgetary management
- Consistent and accurate HR services delivery
- Accurate reporting and insightful analytics enabling workforce effectiveness
- Workforce engagement through effective employee value propositions including reward and benefits
- Resourcing, talent attraction, retention, and deployment of workforce
- Ensuring the availability and deployment of a skilled, qualified, and duly certified workforce
- Equality, Diversity, and Inclusion evidenced across the organisation
- Successful delivery of change and transformation initiatives

Selection process and contact details

To apply for this position, please visit:

www.archwaytrust.co.uk/join-us/colleagues/our-vacancies/

- Application closing date: Friday 3rd May 2024
- 121 interviews 13th / 15th / 17th May 2024
- Full interviews 23rd May 2024

For any further information, please contact us using the details below:

Telephone: 0115 929 7445

Email: recruitment@archwaytrust.co.uk

Website: www.archwaytrust.co.uk

