



MacIntyre Academies

Compassion - Ambition - Partnership

Candidate Pack HR Advisor



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Welcome

Dear Applicant

Thank you for your interest in the role of HR Advisor. This is an exciting opportunity for an ambitious HR professional who wants to play a key role in helping shape the success of a very special multi academy trust. We believe that all young people regardless of ability or difficulty deserve the very best education and the chance to fulfil their full potential in life. Our HR team has one simple overriding objective – that is to create a great place to work where colleagues can thrive and deliver a great learning experience to young people.

As a HR Advisor you would have a key role in bringing this objective to life. The successful candidate must be an experienced HR professional with a particular interest in recruitment who can inspire others and deliver a fair and rigorous HR function.

At the heart of what we do is a passion and dedication to supporting children and young people. Values, ethos and behaviours are as important as skills and experience; we want to hear from passionate people who value their contribution to a wider team in achieving our mission.

So, if you share our values and passion for helping young people succeed then this might be the right job for you.

I look forward to reading your application and meeting you in person.

Best Wishes

Gemma Deehan
Head of Operations

Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

Putting children and families first

As our vision suggests, our pupils and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all pupils to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our young people.

We are proud of our Compassionate Curriculum which supports pupils to become more resilient, and fosters positive relationships between pupils and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that children, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of children and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

Our people are at the heart of our success

- A competitive salary
- Generous Annual Leave Entitlement (Plus Bank Holidays)
- A loyalty scheme which rewards you with an extra day of annual leave each September with length of service over 12 months (up to 5 additional days)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for Teachers and support staff

Our Core Values

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

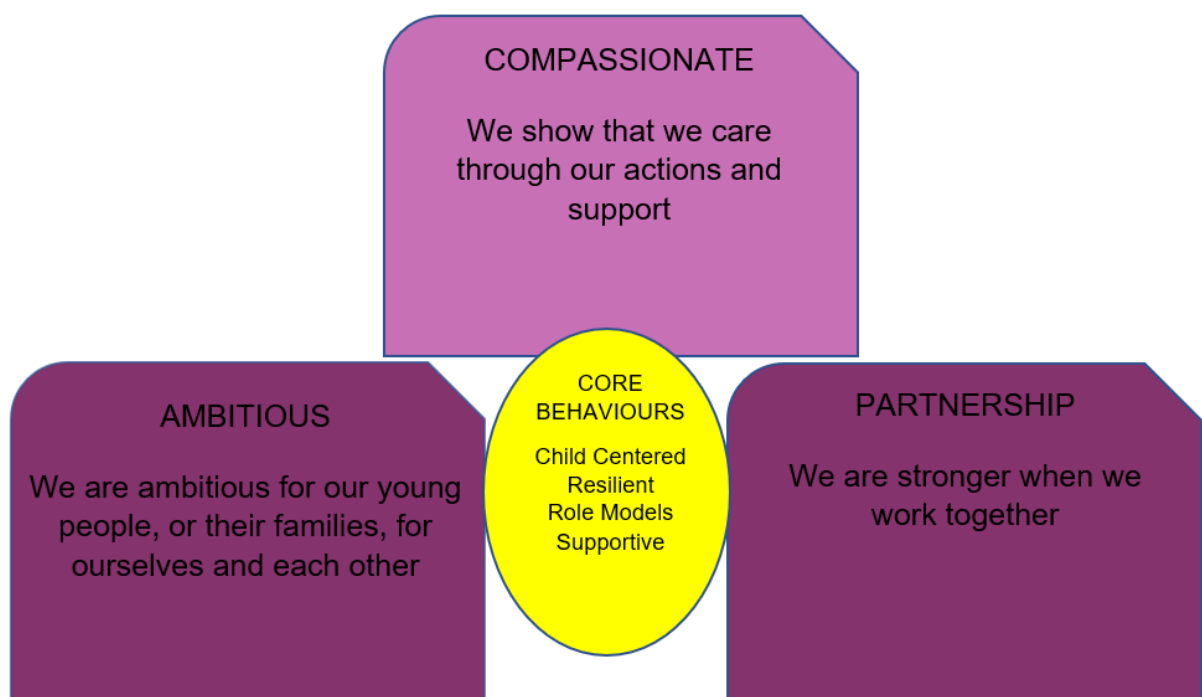
What is our DNA? Why is it important?

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

What does the DNA mean for me?

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



Our Core Values

Our value: Compassion



- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders

Our value: Ambition



- We are ambitious for young people, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for young people to thrive and take personal accountability for everything we do.

Our value: Partnership



- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help young people overcome challenges day practices

Our Academies

Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for children and young people (aged 8 to 19) with autism and learning difficulties who are in need of specialist education, care and support.

In addition, the academy offers flexible residential opportunities including 52-week, term time, weekly and shorter placements in the onsite Children's Home, Endeavour House. An extended curriculum enables children to take part in after school activities as well as during the weekend, and the school holiday periods.



Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for children and young people, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

Quest Academy, Rugby

Quest Academy is for children and young people, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for children and young people aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 students and is based in Henley-in-Arden, Warwickshire

Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



The Role

Job Title: HR Advisor

Salary: £27,518.72- £34,258.00 per annum FTE* (MAT Pay Scale E-F, points 29-36)

Location: Milton Keynes with regular travel to Oxfordshire and the West Midlands (and any new schools) as required.

Hours of Work: 38 hours per week, Full Time (All Year round); part time working also available

Closing Date: 31st July 2025

Interviews: 20th August 2025

Start Date: TBC

Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.

About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

We currently have 4 Academies. Endeavour Academy in Oxford opened in 2014 and is a residential academy for children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy also catering for children with SEMH and/or autism. Finally, in September 2020, Venture Academy based in Henley-in-Arden joined the Trust catering for pupils in years 5-11 (ages 9-16) who may have Social, Emotional and Mental Health Difficulties and/or Diagnoses of Autism or an associated condition.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

The Role

As a small but growing Trust, we are currently seeking an experienced HR Advisor to join our Central Support Team who provide HR and specifically recruitment support services to all four schools within our Trust.

This is an exciting time to join our team, we have lots of people projects on the horizon including developing recruitment and retention strategy, rolling out a new e-learning system and enhancing our wellbeing offer. Our employees are passionate about working for MacIntyre Academies which was reflected in our employee engagement results this year and in all past surveys.

Reporting to the HR Manager, you will work as part of the HR Team. As HR Advisor, you will be the first point of contact for HR within the Trust, providing accurate advice and guidance on all aspects of HR and recruitment, including employment relations matters such as disciplinary and grievance procedures and escalating where appropriate. You will need to have a good understanding of IT and be confident working with different software packages and problem solving.

You will draft and update HR policies and place recruitment adverts, as well as developing and delivering training to managers on all HR and Recruitment related subjects as required.

You will provide a visible HR and Recruitment presence within the Academies, attending meetings and supporting managers as required. Working within this small HR Team, this is a generalist role with a focus on Recruitment and an exciting opportunity to get involved in all aspects of HR and Recruitment including project work.

Based in Milton Keynes, this role requires regular travel throughout the business and our Academies based in Oxford, Rugby, Henley-in-Arden and Nuneaton for which appropriate reimbursement will be made.

About You

You will hold a relevant CIPD qualification (Level 5/7 or equivalent) or be working towards qualification and have experience working within in a generalist HR environment. With experience of supporting managers to improve working practices, this role would suit a HR Officer/Assistant looking to progress to a HR Advisor role.

You will have a strong interest in Recruitment processes, including how to attract candidates from local communities and ensure they have the best candidate experience possible.

You will have a positive, can do attitude and be proactive in problem solving. Knowledge and understanding of employment law is essential and experience of HR practices within the Education/care sector is desirable.

You will need to have a good understanding of IT and be confident working with different HR technology systems.

A strong team player with a sense of humour, you will have excellent communication skills, a can-do attitude and be confident to work independently with guidance. You will also have a keen eye for detail and a positive engaging manner.



Job Description

Reporting to:

HR Manager

Purpose:

You will work as part of the wider HR and Recruitment Team to ensure an efficient and effective recruitment process is in place and to drive, influence, advise and support the cultural and people aspects of organisational change, people processes and business improvement initiatives.

You will be expected to provide a visible HR & Recruitment presence and be instrumental in supporting the work of the Academies through contributing to the development of progressive HR policies, as well as positive employee relations and engagement processes.

This role requires regular travel throughout the business for which appropriate reimbursement will be made.

Key Responsibilities and Duties:

1. To lead on the co-ordination of Recruitment across the Trust, including attraction campaigns, coordinating selection panels and interviews, placing adverts and responding to candidates and supporting academies with references and checks
2. To review and develop contracts of employment, HR & Recruitment policies, and associated guidance as required.
3. To review and update Job Descriptions, recruitment packs and tools for recruitment, ensuring a standardised consistent approach across the Trust
4. To use HR information systems to access, input and compile data and problem solve when required with HR technology.
5. To provide advice and guidance on all aspects of HR and Recruitment to all levels of staff including supporting preparations for disciplinary and grievance hearings and drafting confidential letters.
6. To ensure that all managers understand and adhere to employment law requirements, good practice and MacIntyre Academies' policies and procedures.
7. To coach and advise managers with a range of employee relation issues to develop and improve the necessary skills.
8. To provide a visible HR and Recruitment presence within the Academies, attending meetings and supporting managers as required.
9. To complete specific HR & Recruitment project work as required.
10. To support the HR Manager provide appropriate management information and report on KPI's ensuring ongoing focus and commitment to delivering incremental value to the business.
11. To work with the HR Manager to ensure all HR and Recruitment practice meets legislative and regulatory requirements (e.g. Ofsted and SCR).
12. To assist with HR administration including preparing contracts of employment, confirmation of resignation letters and amendment letters.
13. To work closely with the HR Manager and other HR Advisor to ensure consistent and cohesive high-quality service delivery across the organisation.
14. To work in liaison with the Academies staff to ensure all HR and Recruitment practice meets legislative and regulatory requirements (e.g. CQC, Ofsted).
15. Provide ad hoc support to other HR Advisor to ensure the smooth running of the HR & Recruitment team's functions including holiday cover

Job Description

Additional Duties:

1. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
3. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
4. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.
5. To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
6. To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
7. To undertake any other reasonable tasks as are required at the discretion of the HR Manager.

This description is not intended as a total definition of the post, only an outline of the duties involved. The post-holder will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by MacIntyre Academies Trust according to the normal practice of the Trust.



Person Specification

	ESSENTIAL	DESIRABLE
Education, Knowledge and Experience	<ul style="list-style-type: none"> • CIPD Qualification (Level 5/7 or equivalent) or working towards • Experience in the Recruitment process (ideally in schools) • Experience of working in a generalist HR environment • Demonstrable knowledge and understanding of employment law • Demonstrable experience of writing and reviewing HR policies and procedures • Experience of supporting managers to improve working practices • Demonstrative excellent written and verbal communication skills • Experience of supporting and improving HR practice within staff teams • Excellent interpersonal skills • Ability to effectively support the management of change. • Ability to think and respond creatively, positively and with flexibility • Be competent with IT 	<ul style="list-style-type: none"> • Experience gained in the Education or Care Sector • Experience of working in a geographically dispersed organisation • Knowledge of factors that may impact people management strategies • Knowledge of factors that may impact recruitment strategies • Knowledge of the relevant legislative and regulatory requirements required in the Education/Care Sector • Understanding of HR information systems and HR technology
Personal Attributes	<ul style="list-style-type: none"> • The personality and qualities necessary to develop and maintain effective working relationships. • A positive, engaging and enthusiastic manner which is effective in promoting MacIntyre Academies as an employer, the recruitment and retention of staff and motivating staff teams. • The belief that people with learning disabilities or autism have a right to participate in making decisions about the services they receive. 	
Additional Criteria	<ul style="list-style-type: none"> • This role requires regular travel throughout the business for which appropriate reimbursement will be made. • Current driving licence is not essential for the role but is desirable. 	

Competencies

Professional Qualities: Respecting and Understanding Others	<ul style="list-style-type: none"> • Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions. • Treats children and young people we support and colleagues with respect, dignity, honesty and equality. • Adapts their working style and level of support to an individual's needs or wishes. • Work cooperatively with colleagues and assist when they need support. • Value the different contributions that people can make within a team.
Professional Qualities: Influential Communication	<ul style="list-style-type: none"> • Ensures Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour. • Listens actively and display enthusiasm in their communication. • Uses and presents information in a manner which is persuasive, logical and understandable to the receiver.
Professional Qualities: Facilitating Success and Improvement in others	<ul style="list-style-type: none"> • Use encouragement, praise and appropriate direction as necessary. • Support, motivate and inspire others to try new tasks or activities. • Seek assistance appropriately and receive feedback from others.
Professional Qualities: Supporting Learning and Teaching or Care in an Educational Setting	<ul style="list-style-type: none"> • The Candidate must be able to demonstrate the ability to: • Is ambitious, has consistent and high expectations of staff and pupils • Demonstrates personal enthusiasm for and commitment to the learning process • Demonstrates the principles and practice of effective learning and teaching • Initiates and supports research and debate about effective learning and teaching • Provides appropriate support intervention based upon a detailed knowledge of individual pupils
Professional Qualities: Results and Quality Focus	<ul style="list-style-type: none"> • Completes work to a high standard, focusing on the needs of the children and young people we support. • Takes personal responsibility for the quality of their work and be willing to 'go the extra mile'. • Looks for continual improvement in own performance and in the performance of others. • Work to agreed policies and procedures.
Professional Qualities: Problem solving and Decision Making	<ul style="list-style-type: none"> • Is able to collect, interpret and evaluate information • Can develop a deep understanding of a problems, exploring alternative ways of resolving problems including new possibilities. • Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.
Professional Qualities: Resilience to Change and Challenges	<ul style="list-style-type: none"> • Is open to change and embracing new developments / initiatives • Adapts well in new and unfamiliar situations responding to changing plans quickly • Works independently without direction • Is resilient and copes well in emergency situations
Professional Qualities: Personal Development	<ul style="list-style-type: none"> • Is committed to achieving high standards for their own self-development • Is able to reflect on self-development needs and address them. • Meets agreed development action plans as agreed with line manager. • Achieves positive feedback from peers, senior colleagues and external stakeholders.

How To Apply

Come join us!

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

hr@macintyreacademies.org



macintyreacademies.org
endeavour-academy.org
thediscoveryacademy.org
thequestacademy.org
ventureacademy.org.uk



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