



JOB DESCRIPTION

Job Title:	HR Advisor
Salary:	TPAT Point 10
Responsible to:	HR Business Partner
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	Assistant Director of Education, TPAT Professional Services Team, Headteachers, School Senior Leadership Teams, Trade Unions, School Staff, Suppliers and External Professional Bodies

Main Purpose of the Job:

- To be responsible for delivering day to day HR support to a specific cluster of schools as part of a professional services team for those schools.
- To advise the relevant Assistant Director of Education for your cluster on relevant employment matters as required.
- To manage HR cases within the cluster in accordance with TPAT employment procedures.
- To support the HR Business Partner as required with undertaking specific casework or advising panels in other Trust schools
- To assist as required in the preparation of HR reports as required by external agencies, the Trust Board or the Director of People and Strategy.

Main Duties and Responsibilities:

- To liaise with the relevant Assistant Director and/or Headteachers regarding employment matters as required, including the correct application of all Trust employment policies.
- To work closely with managers and senior leaders advising, coaching and supporting them in effectively and efficiently managing staff attendance, probationary and appraisal, recruitment, all employee relations matters e.g. capability, probationary, disciplinary, grievance, flexible working, special leave etc. in line with legislation and policy, within a reasonable timeline and to an appropriate resolution.
- To meet with Headteachers and school senior leaders to discuss staffing issues and future staff planning.
- To manage all day-to-day casework including effective absence management, managing performance and advising on managing misconduct.
- To support the Assistant Director Education and/or Headteachers by advising on restructuring processes and managing the consultation processes as necessary.
- To advise at formal meetings arranged under employment policies as required.
- To liaise with Occupational Health as appropriate.
- To liaise with Headteachers and Trade Unions as necessary to broker settlement deals when deemed appropriate by the HR Business Partner or Director of People and Strategy, ensuring that all legal aspects are verified.
- To provide operational support with TUPE, re-structures, redundancy and changes to terms and conditions of employment where required.
- To access pensions data as needed on the Teachers Pensions site and also from the Local Government pensions team.
- To support the Director of People and Strategy in the preparation of reports, surveys and data collection tasks required by external agencies and /or Trustees.
- To advise schools on pay matters for both teaching and support staff.
- To assist with ad hoc projects and provide support for relevant trust activities as required.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the Trust.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the Trust\ community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the Trust and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Attend liaison events and effectively promote the Trust.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – HR Advisor

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Educated to A level (or equivalent). CIPD Level 3.	Relevant degree. CIPD Level 5.	Application Certificates
Skills and Experience	Recent relevant experience of working in a HR environment. Experience of effectively managing a caseload of HR work/projects. Experience of advising senior leaders successfully on processes and procedures. Experience of problem solving and being solution focussed. Experience of producing original policies or documentation. High level of oral communication.	Experience of working in a multi academy trust. Experience of HR policies and procedures in a school/academy setting. Experience of Teachers Pensions and the Local Government Pension Scheme. Knowledge of the Burgundy Book, the Green Book and the School Teachers Pay and Conditions Document.	Application Interview Assessment
Specialist Knowledge and Skills	Up to date knowledge and understanding of Employment Law and best practice. Ability to successfully communicate with and influence trade union representatives and stakeholders. Enthusiastic, approachable with excellent interpersonal skills. Confident communicator. Clear understanding of inclusion. Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. Demonstrates an awareness, understanding and commitment to equal opportunities.		Application Interview Assessment

Behaviours and Values	<p>Team worker.</p> <p>Highly organised with excellent attention to detail.</p> <p>Strong interpersonal skills. Able to meet deadlines and prioritise when under pressure.</p> <p>Sense of humour.</p> <p>Ability to work to deadlines and methodical approach to work.</p> <p>Ability to thrive under pressure.</p> <p>Ability to manage challenging situations including with staff and stakeholders.</p> <p>Energy and enthusiasm.</p>		<p>Application Interview Assessment</p>
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