

RECRUITMENT PACK

HR Business Partner



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of HR Business Partner at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focused on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education and help them to provide the best experience possible for our students.

About the Role

Job Title: HR Business Partner

Start date: ASAP

Hours: 36 hours per week, all year round.

Contract: Permanent

Salary: NJC Grade 13, Scale points 40-42 (£46,549 - £48,587)

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking to recruit an experienced HR Business Partner to lead and manage a responsive HR Service for our academies.

As HR Business Partner you will work across a number of areas to facilitate the people agenda in support of the achievement of our strategic business plan. The role will focus on helping to build a strong HR infrastructure through the development of people management practices, leading on policy development and designing new ways of working, which encourage purposeful integration and collaboration across the Trust.

The successful candidate will present the best possible example of professional standards to colleagues.

If you would like an informal discussion about the role please contact Craig Fawcett, Head of HR on craig.fawcett@consilium-at.com or 07593 583 176

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to hr@consilium-at.com.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 9am on Monday 5th June 2023.

Interviews will take place on a date to be confirmed.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	HR Business Partner
Reports to:	Head of HR
Based at:	Consilium Academies Central Office (Eccles, Salford) * frequent travel to our academies will also be required.
Grade:	Grade 13 SCP 40 – 42

Main purpose of the Role

You will work across a number of areas to facilitate the people agenda in support of the achievement of our strategic business plan. The role will focus on helping to build a strong HR infrastructure through the development of people management practices, leading on policy development and designing new ways of working, which encourage purposeful integration and collaboration across the Trust.

A key focus of the role will be contributing to the delivery of a broad range of strategic projects, leading and implementing key activities arising out of these projects. The role will also have ownership and management of operational activities in delivering an excellent HR service to our Academies, support of our values and culture, ensuring alignment to our broader organisational strategy, whilst ensuring best practice and legal compliance.

It will also provide strategic and operational expertise and leadership in partnering, coaching and supporting the People team and Academies in building capabilities which support and facilitate a high-performance culture.

Core Responsibilities & Tasks

Main Duties and Responsibilities

Work alongside people specialists i.e. People Director, Head of HR, HR Operations Manager, HR/L&D Managers, Trade Union colleagues in addition to external relationships with outsourced providers e.g. for legal advice, payroll, employee assistance programme, Benefits providers, pensions etc.

HR Management

- Provide operational expertise and management across the full-employee lifecycle, to the People team and Academies in line with the organisation's strategy, HR best practice and local context.
- Partner, coach and support the Headteachers, BSOs and the People team on a wide range of day-to day people matters, developing structures and strategies to support them, and anticipating and planning for the people implications of objectives and plans.
- Develop and maintain strong collaborative relationships by understanding key business objectives in order to define, create and deliver effective HR solutions.
- Proactively build networks within and outside of the Trust, maintaining knowledge and keeping up-to date with developments, utilising insights and ideas to ensure that HR best practice is adopted.
- Identify, develop and implement key HR initiatives aligned to the Trust vision and values, which enable the achievement of our strategic ambitions, and embed these into our operating model.

Policy Development

- Develop, implement and revise policies in line with UK employment law and best practice. Ensuring that diversity and inclusion is embedded in key policies and frameworks.
- Provide robust and consistent advice on the application and interpretation of employment policies, across the Trust, and participate in the development and delivery of training initiatives to increase capabilities in people management practices.

- Lead on the development and delivery of internal work systems and processes, proposing innovative ways to improve existing ones, and identify and implement opportunities to improve our people experience.

Performance Management

- Enable managers to have informed and effective performance management conversations, supported by transparent performance data, and support with facilitating appropriate interventions.
- Partnering with the People Director, Head of HR, HR Operations Manager, HR/L&D Managers in informing the development of programmes to support capability, building in achievement of strategic objectives and enable the development of a high-performance culture.
- Maintain and oversee the performance management cycle providing coaching and deploying effective employee engagement strategies.
- Work with the People Director & Head of HR using knowledge and data to identify areas for improvement and translate key data into solutions focused action plans.

General

- Act as the HR data lead, in providing advice on the use and management of people data and information in accordance with GDPR requirements.
- Work in conjunction with the team to ensure the smooth, accurate delivery of HR lifecycle transactions including on boarding, movers, leavers, flexible working requests etc.
- Contribute to the delivery of HR projects and initiatives as relevant to the current and future needs of the organisation, providing responsive support to ensure successful business planning.
- Champion, facilitate and support the process of change with regards to TUPE, Restructures, organisational transformation programmes - underpinned by robust people focused approaches.
- Undertake any other duties commensurate with the level and grade as may be reasonably required in fulfilment of the role

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- This Job Description provides an overview of the principal accountabilities of the post and will include, but will not be limited to, those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the Job Description will change within the broad remit of the post. This Job Description does not form part of your contract of employment and will be updated from time to time in consultation with you.
- It is expected that all staff work collaboratively to share good practice, resources and ideas to realise Consilium Trust Vision and aims. All staff should act with professional integrity at all times, following the Code of Conduct.

Person Specification

Qualifications, Knowledge, Skills and Experience	Essential	Desirable
CIPD Qualified (level 5 or above) or equivalent experience with a HR based role	X	
Graduate Degree in HR or equivalent experience relating to HR	X	
Experience of supporting managers and staff with successful resolution of informal and formal employee relations issues through policy/process guidance, advice and coaching.	X	
Experience of advising managers and senior leadership on complex employee relations / staffing issues and related policy / risk / legal position, challenging norms and providing pragmatic and flexible solutions.	X	
Experience of working in the education sector		X
Ability to make well-reasoned decisions based on sound judgement	X	
Ability to work across all sites and co-ordinate demands	X	
A full, UK, driving license	X	
Strong relationship building, influencing and collaboration skills, able to quickly build trust and confidence with colleagues at all levels.	X	
Adaptable in approach with an ability to juggle conflicting priorities	X	
The ability to use written and verbal communication skills to clearly explain and simplify HR policy, process and legislation for non-specialist audiences and to produce minutes, reports and briefings.	X	
Ability to work to tight deadlines and deliver results	X	
Supportive of change and continuous improvement processes	X	
Genuine passion for working for an educational establishment	X	
Professional outlook, highly organised, able to multi task and meet deadlines	X	
Helpful and positive nature and ability to stay calm and diplomatic under pressure	X	
Understanding of the importance of confidentiality and discretion	X	
Resilience and determination to support HR processes	X	
Detail orientated and able to take ownership of tasks and work with minimal supervision	X	
Good IT skills including the ability to confidently use Microsoft Office programmes	X	
Strong administrative and organisational skills	X	
Excellent written and oral communication skills	X	