L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

Candidate Information Pack

HR Business Partner

L.E.A.D. Academy Trust

About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust is a multi-academy trust comprising 24 primary and 3 secondary academies across the East Midlands and South Yorkshire. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

As well as our core offer to L.E.A.D. academies, we also operate highly successful areas of support to external trusts, schools and organisations in two key areas: IT through L.E.A.D. IT Services in Derby and professional academic development through L.E.A.D. Teaching School Hub in Lincoln.

"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."

Diana Owen,CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.

24
Primary Academies

03
Secondary Academies

05
Geographical Regions

11,500
Pupils

1,650
Staff

Our mission

Our mission is to be a pioneering, confident, high-performing Trust with national and international influence. In working towards our vision, the Trust's mission through outstanding leadership is to provide the highest quality education to enable every pupil to realise their full potential.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.

Lead

Develop leadership skills in all staff and pupils.

Empower

Nurture and challenge everyone to take responsibility and work together.

Achieve

Encourage and reward achievement.

Drive

Constantly moving forwards, using and instigating the best ideas and practice.

For more information visit our website

Benefits of being part of the Trust

Annual leave

31 days annual leave plus bank holidays, rising with increased service.

Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.

Pension scheme

Generous local authority pension scheme of minimum 17% employer contribution.

Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.

Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.

CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.

Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.

Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.

Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.

Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.

Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card.

Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Further information about our benefits can be found on the Trust website

Job Description

HR Business Partner

Location:	Derby and Sheffield with regular travel to Head office in Nottingham
Salary:	SCP 39 – SCP 44 (currently £48,710 - £54,072)
Closing date:	9am 28th April 2025
Interview date:	13th & 15th May at 5a The Ropewalk, Nottingham NG1 5DU
Responsible to:	Head of HR

Purpose of Role

To lead and develop the operational delivery of the HR function within the L.E.A.D. Academy Trust, providing pro-active, commercially focussed fit for purpose HR advice. Partnering a portfolio** of Trust academies and business areas to support the raising of standards for all our pupils, whilst ensuring compliance in terms of HR best practice and relevant legislation.
At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

Applied Knowledge and Expertise

- Applies an informed and credible generalist and educational specialist HR knowledge base to coaching and developing line managers to get the best out of their teams, whilst driving through programmes of cultural change.

- Provides expert advice and guidance related to all change programmes within partner areas, including both employment legislative requirements and commercial validity of decisions based on budgetary requirements and targets.

- Advises on options in relation to L.E.A.D. HR policies and procedures in line with associated risk and cost implications and the Equality Act (2010).

- Uses previous experience of TUPE regulations in the application of numerous sets of terms and conditions of employment across partner areas ensuring all procedures are followed to the correct requirement.

- Ensures that all recruitment processes within partner areas are compliant with Keeping Children Safe (KCSIE) Safer Recruitment practices.

- Applies expertise from training through a CIPD or equivalent qualification and significant previous work experience to provide specialist and education-specific advice on all staffing issues in line with HR best practice, relevant legislation and statute.

Job Description

Decision Making and Problem Solving

HR Policies and Advice

- Works independently on a day-to-day basis, only consulting with the Head of HR on the most significant or high-risk issues.
- Leads the development of HR strategy within portfolio and Trust HR policy, providing recommendations to the Head of HR.
- Provides advice on options available to line managers on the full remit of generalist HR policy and best practice, including determining when to obtain legal advice on high-risk matters.
- Leads on all change programmes within partner areas ensuring appropriate guidance to senior managers and relevant stakeholders
- Leads the training and development and embedding of all human resource policies and HR best practice within portfolio.
- Responsible for the updating of new policies/procedures required as a result of employment legislative changes or other educational specific requirements.
- Proposes new initiatives to enhance the employee experience at both Trust and partner area levels.

Recruitment and Onboarding

- Leads the provision of HR advice on safer recruitment and equality of opportunity procedures and recruitment best practice across the Trust.
- Leads the co-ordination of senior or hard to fill business-critical roles, advising on attraction strategy options and best practice selection tools in line with cost effectiveness. This may include advising recruiting managers on up-to-date content for Application Packs with input on shortlisting, design of assessment tools, candidate management, interview questions and attendance on panels.
- Advises on compliance and best practice with onboarding processes for all new starters including the implementation of pre-employment checks, provision of offer packs and the use of effective induction, probation and performance management processes.

Training and Development

- Provides training on all aspects of Trust HR policy and best practice to support the delivery of the people aspects of the academy improvement plans or business area strategic plans.
- Oversees delivery of training on safer recruitment compliance in partner areas.

Job Description

Resource Management

- Contributes to human resource planning and management, including supporting the portfolio budget management process.
- Provides oversight of the Trust change programme to ensure the need for collective consultation is minimised wherever possible.
- Leads analysis of HR information (e.g. absence levels, training programmes and employee turnover), including the development of an HR database to provide relevant advice and guidance at both partner area and Trust levels.
- Where key issues have been identified within partner areas, advises on exit interview processes including documenting and maintaining these records. Where relevant, this may involve conducting these personally.
- Supports colleagues and stakeholders from other partner areas as required.

People Leadership/Development

- Advises partner areas on fit for purpose options for consideration to ensure the delivery of their people related objectives, always taking into account where the academy and business area are at in their journey of raising standards for our pupils.
- Supports line managers in the development and communication of the appraisal process for support staff.
- Provides relevant training to leadership teams within partner areas on HR related subjects (e.g. conducting appraisals, employee relations related case management, absence management).
- Demonstrates duties to new or less experienced staff.
- Proactively supports academy/business area senior teams to implement HR policies and procedures.
- Takes responsibility for own personal development, including identifying relevant training courses.
- Supports the academies/business areas in promoting the values of the organisation.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture.

Job Description

Influencing and Managing Relationships

- Coaches and advises key stakeholders as a trusted expert in relation to people and business matters, providing advice and support that balances business and people needs.
- As the sole HR representative within the partner area, provides expert advice to managers implementing strategic and operational business plans and targets.
- Partners with the Head Teachers to influence fit for purpose HR decisions in line with the Academy Improvement Plans and other strategic drivers.
- Builds strong and long-lasting relationships with Senior Managers in both partner areas and across the Trust to ensure credibility of HR advice and guidance.
- Works closely with Finance Business Partners to ensure commercial awareness of any proposed changes and any budgetary impact is accounted for.
- Ensures positive working relationships with all relevant Trade Unions, sometimes involving complex negotiations.
- Participates and represents the Trust in national and local networks of HR professionals so that the Trust is alert to new trends and is familiar with the current practices or developments.
- Liaises effectively and professionally with external suppliers e.g., recruitment agencies to ensure a cost effective and efficient service for the Trust is maintained.

** Portfolios will be subject to review and change dependant on the needs of Trust.

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Skills, knowledge and aptitudes	Essential criteria	Desirable criteria
	• ability to assume full responsibility for both the efficient day to day functioning of the L.E.A.D. HR Business Partner role as well as developing the role further. • high level of oral and written communication skills. • diplomatic skills and confidentiality. • able to work as part of a team and contribute towards its success. • an understanding of HR legislation in the education sector • able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint and be familiar with other bespoke databases. • able to work to tight deadlines, managing and prioritising time effectively. • knowledge and experience of Safer Recruitment processes and legislation • experience of managing all aspects of employee relations case work to a satisfactory and timely conclusion. • self-starter, with and ability to work independently & use own initiative to overcome obstacles.	

Qualifications and Training	Essential criteria	Desirable criteria
	• recognised HR qualification (CIPD preferred) and or/ significant current experience at high level. • relevant further education	• CWDC Certificate in Safer Recruitment in Education

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	• working in an environment where experiences included taking initiative and self-motivation. • working as a member of a team. • experience of working within the education sector.	• relevant personal and professional development.

Personal Attributes	Essential criteria	Desirable criteria
	• have an openness to learning and change. • have a positive attitude to personal development and training. • be able to work in ways that promote equality of opportunity, participation, diversity and responsibility. • Demonstrate integrity, impartiality, sympathy and flexibility. • have good interpersonal skills.	

Special Requirements	Essential criteria	Desirable criteria
	• be able to work at times and locations convenient to the service provision. • be able to work at times convenient to the Trust, including occasional twilight/evening meetings. • be available to be contacted at mutually agreed times.	

How to apply

Closing date:	9am 28th April 2025
Interview date:	13th & 15th May at 5a The Ropewalk, Nottingham NG1 5DU
Contact email:	HR@leadacademytrust.co.uk

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

For further information regarding the role please contact, Kristina Lloyd-Fisher, Head of HR, via kristina.lloyd-fisher@leadacademytrust.co.uk

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

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Nottingham, NG1 5DU

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