



HR Business Partner (London) Job Application Pack

1 Year fixed term contract (maternity cover), full time position
£54,131 to £56,948 p/a (pay award pending) (PO6, points 42-45)

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Welcome from Ruth Dickens, HR Director

I am delighted that you have taken the step of reading this job pack and would like to thank you for taking the time to explore your interest in this post.

The role of HR Business Partner (London) is an integral part of the central HR Team and way in which we support our schools. I am committed to continuous improvement of the HR service and resources available to the academies within the Trust and this role is a crucial part of that journey.

We are a small but experienced, collaborative central HR Team and are fortunate enough to work alongside high calibre central colleagues and school leaders. We work hard in a joint venture to improve the education and life chances of children and young people through what we do. HR has a significant contribution to make in this and the team is excited for the right person to join us and be part of that mission!

I hope the information provided helps you understand more about The Elliot Foundation Academies Trust, the central HR Team and the specific vacancy of HR Business Partner (London).

Details of how to apply for the role can be found below. Just a reminder that the deadline to apply is **9am Monday 22nd July 2024**. If you wish to discuss the role informally with me (or arrange to talk to one of the other HR Business Partners about what the role is really like) then please contact me at us at recruitment@elliottfoundation.co.uk.

We look forward to hearing from you.



Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 33 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and the staff and children in our care, we will take you as far and sometimes further than you believed possible. I look forward to working with you.



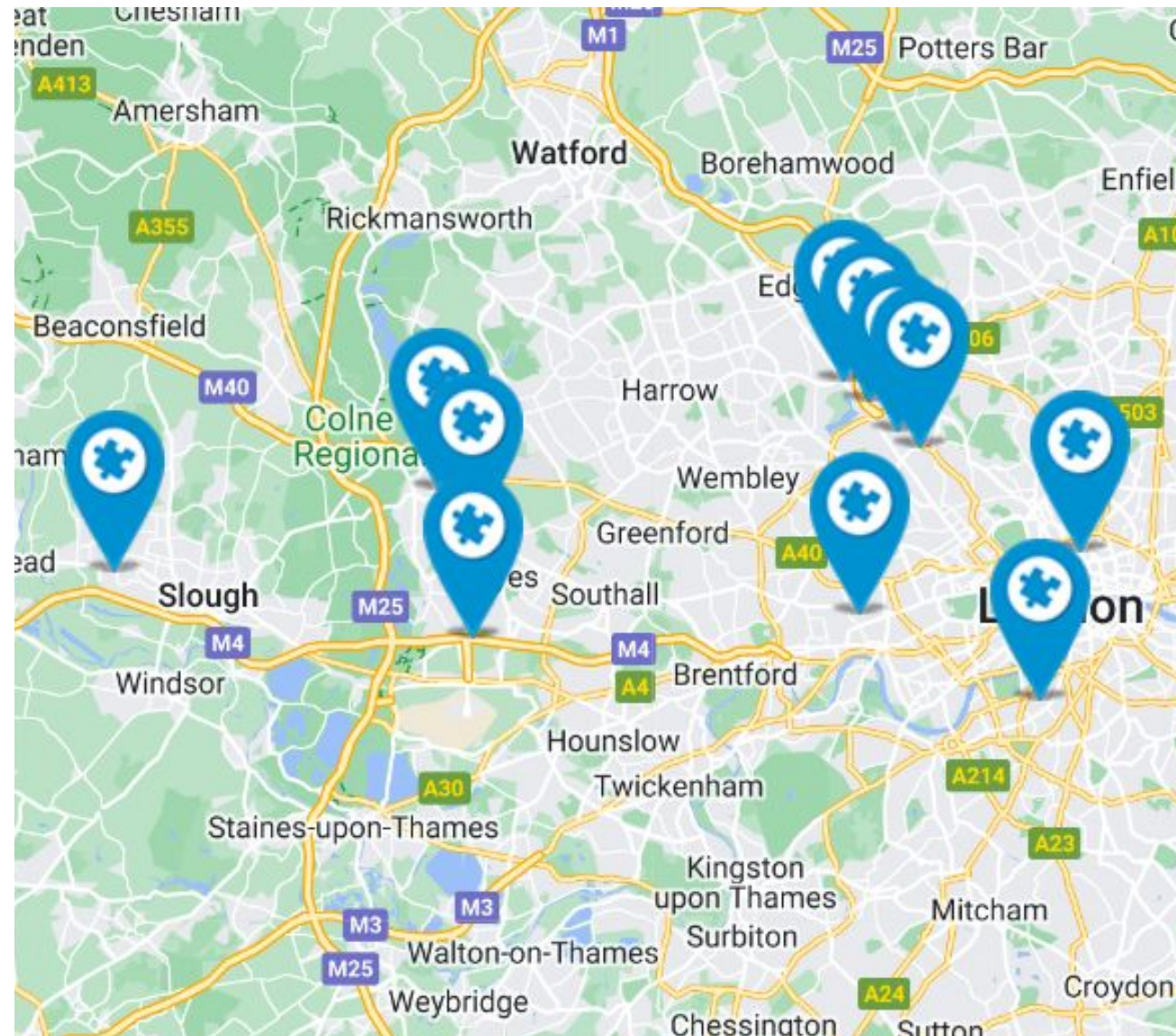


**The Elliot Foundation Academies Trust
Academies and Clusters**

London Cluster

London

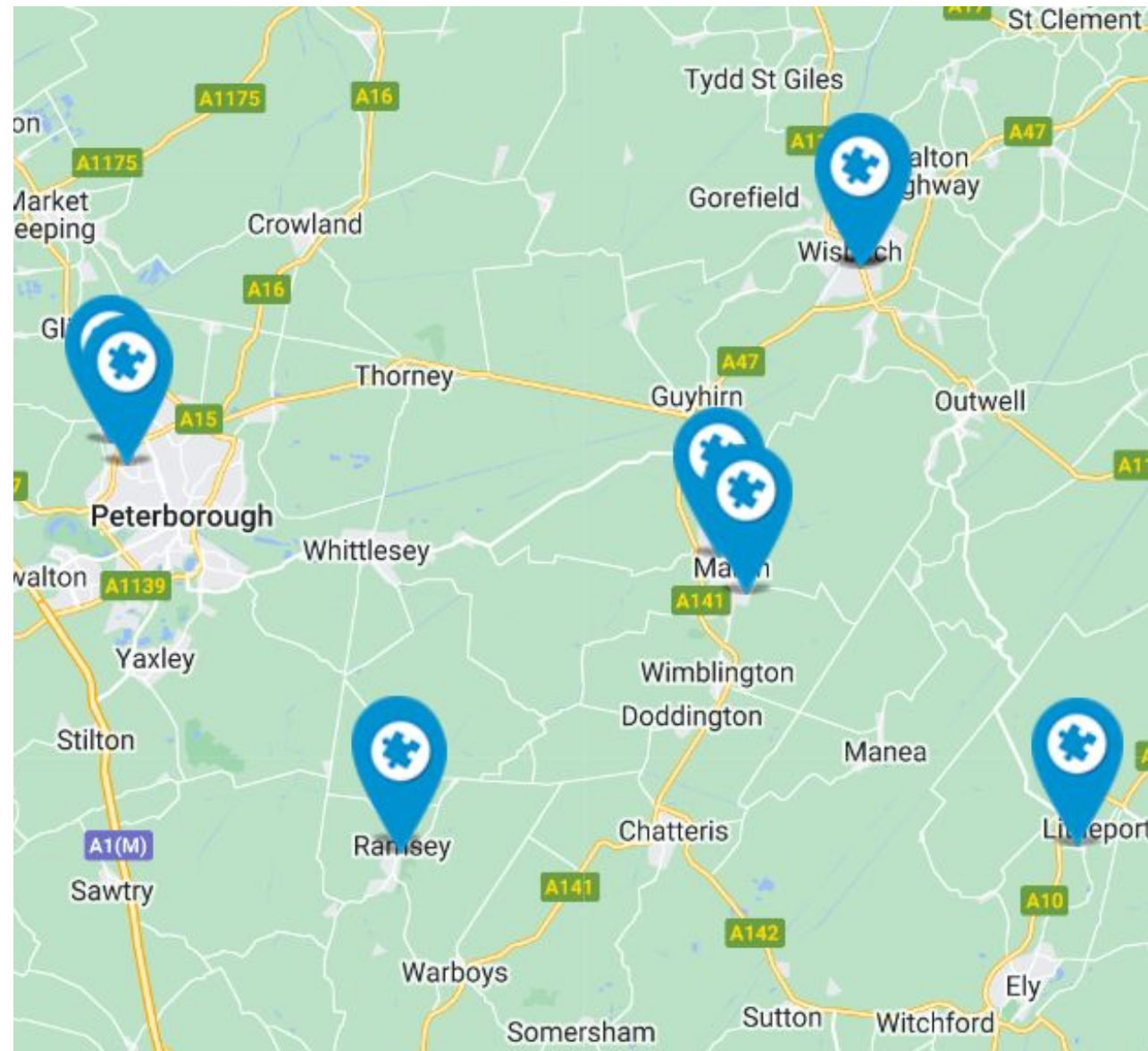
- Childs Hill Primary School
- Cippenham Primary School
- Claremont Primary School
- Greenside Primary School
- Griffin Primary School
- Hillingdon Primary School
- The Hyde Primary School
- John Locke Academy
- Parkfield Primary School
- Pinkwell Primary School



East Anglia Cluster

East Anglia

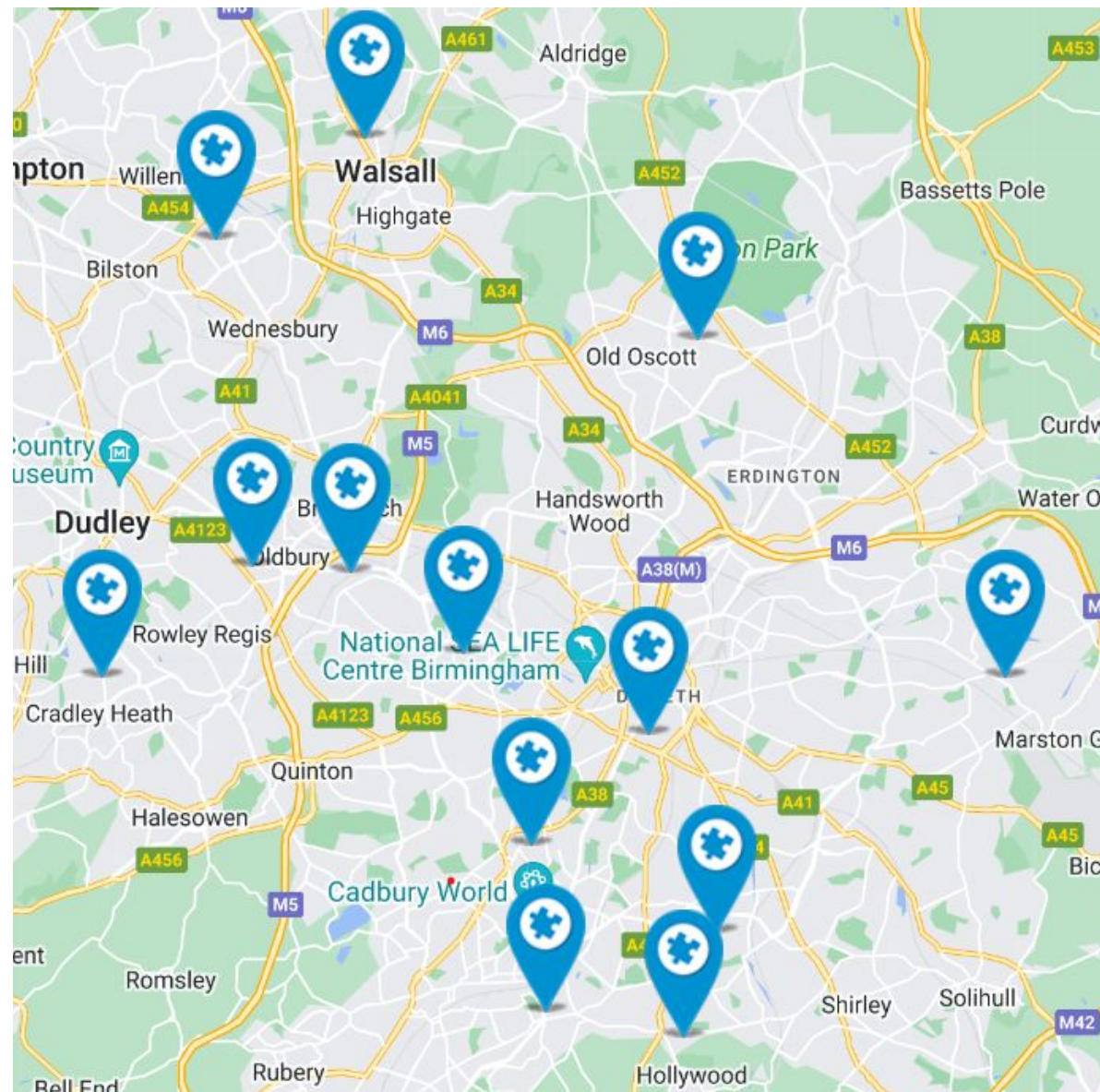
Cavalry Primary School
Elm Road Primary School
Eyrescroft Primary School
Highlees Primary School
Millfield Primary School
Nene Infant School
Ramnoth Junior School
Ramsey Spinning Infant School
Ramsey Junior School
Westwood Primary School



West Midlands Cluster

West Midlands

Billesley Primary School
Chandos Primary School
Croft Academy
George Betts Primary Academy
Hollywood Primary School
Kings Norton Primary School
Kings Rise Academy
Netherbrook Primary School
Rounds Green Primary School
Shirestone Academy
Shireland Hall Primary Academy
Tiverton Academy
Woods Bank Academy



Growth and Partnerships

Future Growth



Formal education partner of The Hujjat Primary School and plans to welcome additional schools to the Trust in the West Midlands cluster over the coming months

Billesley Research School



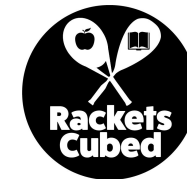
Part of the Education Endowment Foundation (EEF) Research Schools Network

Creativity Collaborates



Appointed by Arts Council England, as a lead school for the Creativity Collaboratives pilot for the West Midlands and East Anglia.

Rackets Cubed



Integrated sports, education and nutrition programmes for children.
Community Box Programme of food and essentials to families in need.

TEFAT Values

1. Put children first



- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe



- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all



- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open



- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive

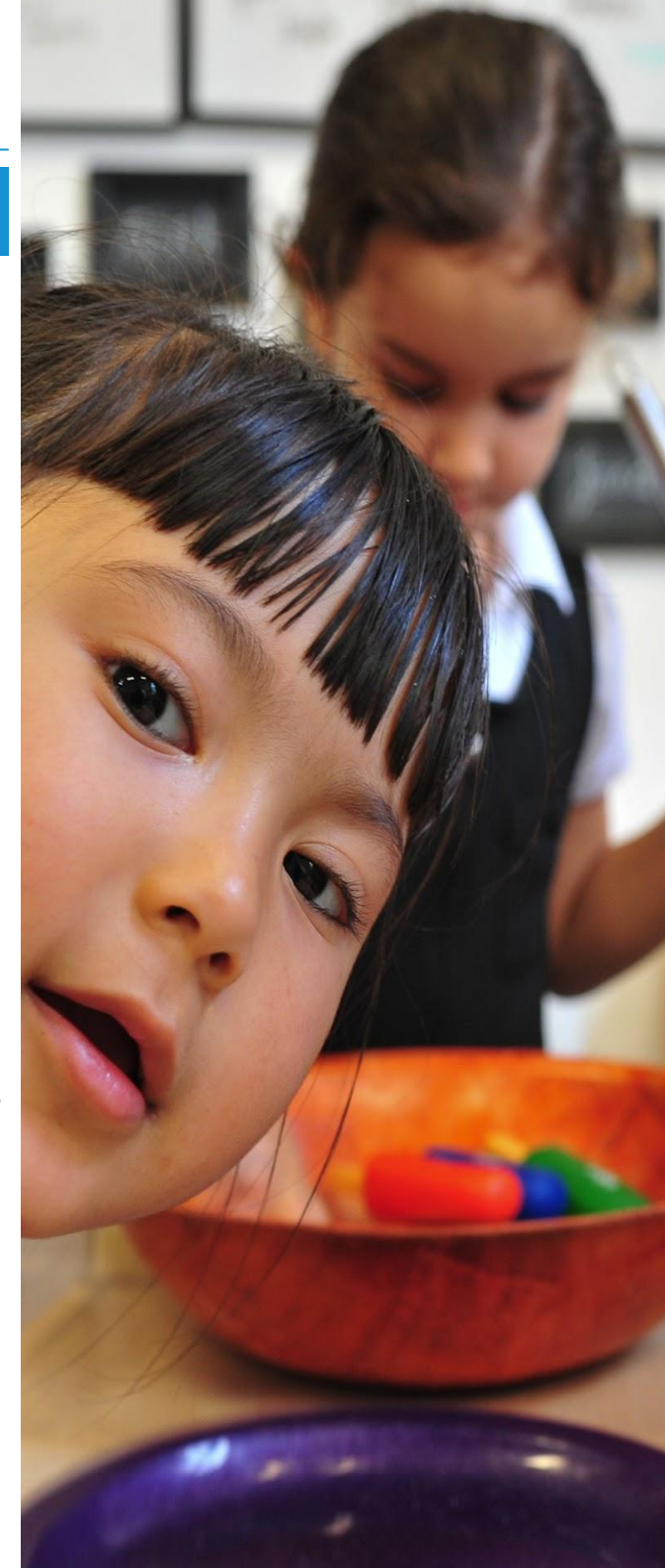


- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference



- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others



Services to our schools

Together with our strategic partners we offer a comprehensive suite of education and business services to our academies including: school improvement, professional and leadership development, finance, HR and payroll, legal, insurance, IT and MIS support, facilities and best practice primary academy estates management.

Our services are led by experienced professionals in their fields and alongside their teams, they offer expert advice and guidance, practical support and deliver a monitoring and review remit to ensure compliance.

Educational Support

The education support is provided through a team of Regional Directors, one assigned to each cluster of academies and the Director of Curriculum and Virtual School. Between them they provide support, challenge and strategic guidance to build school improvement and secure the Trust's aims of strong and successful outcomes for children.

Legal and Governance

The Legal and Governance Director leads a small team to provide leadership on all aspects of governance across the Trust alongside day to day support to our academies in relation to all legal matters, governance, policy, admissions, complaints, GDPR, SEND and all other statutory arrangements. The strategic aspiration is to ensure that the structure and practice of governance throughout the Trust continuously improves.

Finance Support

The Finance Team is led by the Finance Director to ensure the management accounting, financial analysis, budgeting, forecasting, statutory reporting and other ad hoc finance related needs for The Elliot Foundation and The Elliot Foundation Academies Trust are met.

The Finance Team comprises of head office based members who provide Trust wide support along with regional based roles supporting the London Cluster. In addition the team also has Regional Finance and Operations Business Partners based in both the West Midlands Cluster and East Anglia Cluster, all of whom work closely with the central HR Team.

Services to our schools

HR Support

The central HR Team is led by the HR Director to provide a comprehensive service to the Trust and academies. Each academy cluster is supported by a designated HR Business Partner who provides strategic leadership and support on all HR matters.

Transactional HR work, HR related admin and payroll is undertaken at academy level by school personnel with the support of a central HR Administrator and HR and Payroll Systems Assistant.

Estates Management

The Estates Director provides strategic leadership and support to academies on all matters relating to buildings and estates management and health and safety compliance. This specialist support ensures capital strategy, asset management and project management are effective, legally compliant and best meet the needs of the academies.

Programme and Projects Support

Led by the Programme Director, this service supports strategic projects and the growth strategy of the Trust with the intention of developing and improving the organisational design and processes.



Staff Learning and Development



Schools are all about learning; we aim to impart knowledge, build skills and develop social skills that will help all children thrive. Every person in our Trust enables this to happen and we want to ensure that YOU also receive the support to do all of the above in your role.

We don't want you to have just a job at the Elliot Foundation; we want you to have a career with us.

We are committed to developing opportunities for our people to grow in their role; whether that is as a new teacher in their first teaching job, or supporting classroom and business services staff through an apprenticeship.

Why work for the Elliot Foundation?



Staff Benefits

WELCOME TO
EXTRAS^x

beyond

MYGYM
DISCOUNTS

Shopping and restaurant
discounts and cashback
schemes



Generous pension scheme



Flu vouchers

Specsavers Corporate Eyecare



Tusker.

Cycle, home & tech equipment and
car salary sacrifice schemes



Becoming an Employer of Choice

HR operating model	To enable effective HR operations across the full employee life cycle, facilitated by high calibre support to senior leaders and effective systems and processes which are scalable
Culture and values	To create an environment and employee experience which emulates the TEFAT values and underpins all areas of our work
Employee relations & engagement	To build a motivated and engaged workforce to develop discretionary effort, performance and innovation and to influence organisational change
Talent management	To recruit, develop, motivate and retain high performing staff across the organisation
Health and wellbeing	To provide an environment and management practices which promote good employee health and positive wellbeing, these being key to motivation, morale and retention.
Collaboration and influence	To develop communication and collaboration across schools, regions, the Trust and beyond, building presence and impact.

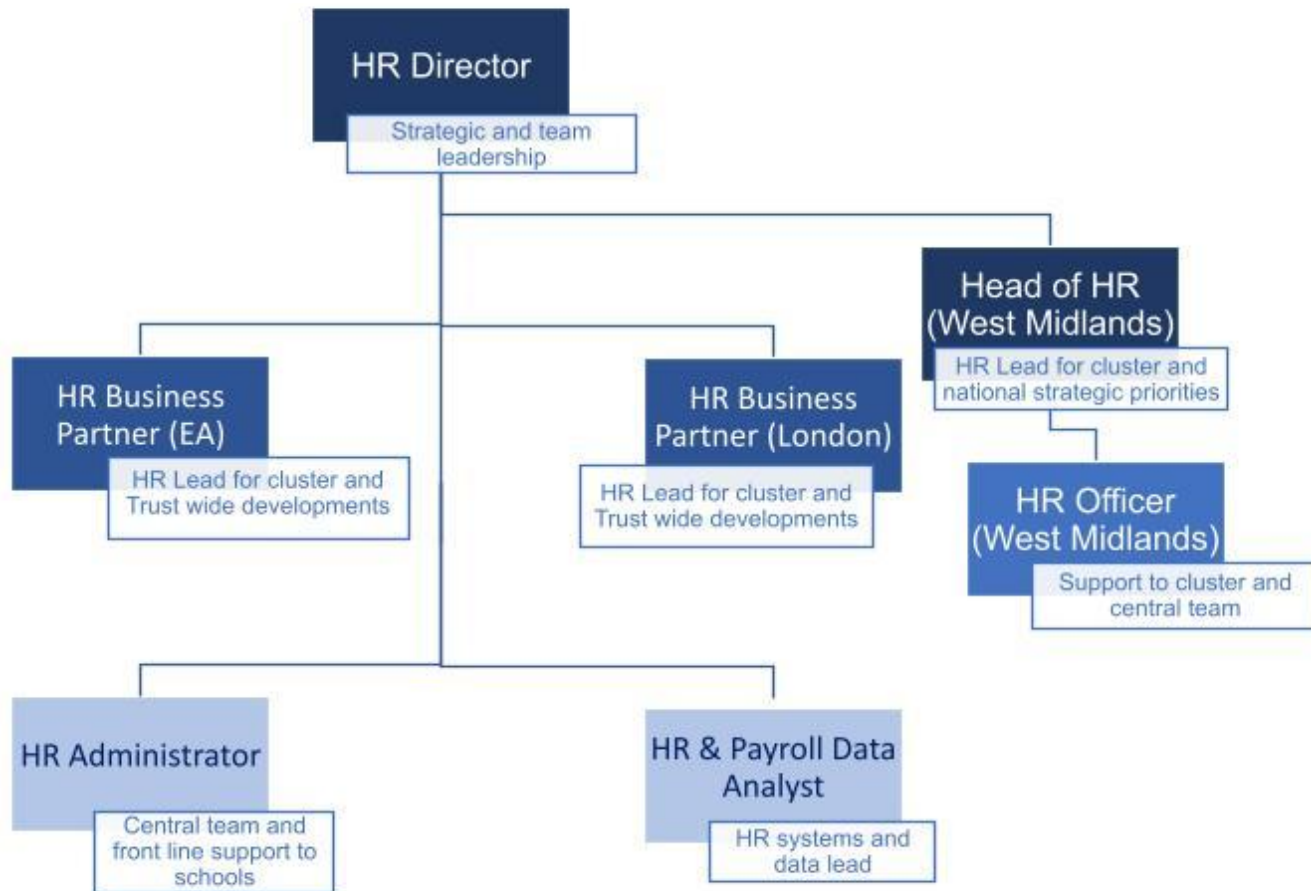


The HR Team

The central HR Team is a small but experienced team led by the HR Director to provide a comprehensive service to our schools and the Trust’s Head Office. We have developed with a regional approach which has significantly developed our knowledge of local HR context and operations and our ability to provide strategic influence.

Each of our 3 clusters of academies are supported by a dedicated HR professional, a model which has proven to be very successful. They work closely with individual school leaders, the cluster as a group and the Regional Director and finance colleagues. They also work on national Trust wide projects and initiatives.

We use iTrent as our HR and payroll system and key source of HR data



School based HR operations - the transactional HR is performed by school based staff and the central HR Team works closely with those HR Leads to provide support, guidance and challenge.

The HR Business Partner (London)

We are seeking someone to join our team who...

- is an experienced individual with drive and enthusiasm to work as a valued member of the team
- can build strong collaborative relationships and credibility with both central Head Office and school based colleagues
- has a solution focussed approach, keen to support our schools to fulfil their school improvement plans through their staffing
- will relish a broad role, enabling them to influence and provide support locally to schools whilst taking ownership of Trust wide projects and initiatives
- can use data to inform thinking and strategy
- is innovative and positive in their approach, with the ability to work proactively and independently when required
- has the ability to identify and manage risk effectively
- is proactive and displays drive and ownership whilst being a genuine team player

What you can expect...

In return for a, we can offer:

- the opportunity to work alongside highly experienced colleagues
- a framework of collaborative leadership
- plenty of opportunities to broaden professional experience and positively impact the organisation as a whole.
- blended working arrangements
- the promise that you will never be bored as no two working days will be the same! Hard work goes alongside a sense of fun and comradeship amongst the central team.

The successful candidate will be an integral part of the head office team, based in London (a short walk from Kings Cross station and close to all that Granary Square has to offer) with flexibility for some home working if desired.

In order to successfully provide business partner support to the London cluster there will be a requirement for the postholder to travel to schools within the cluster. All travel, save for the main place of work at head office, will be funded.

Safeguarding Children and Young People

Keeping Children Safe - all of our responsibility

The Elliot Foundation Academies Trust is 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:

- Right to work in the UK
- Health
- Identity
- Relevant work qualifications
- Barred List Check
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- S128 Check (where relevant)
- Childcare Disqualification Declaration Check

Flick Courses

Mandatory

- Child Protection Level 1
- Prevention of Radicalisation
- FGM
- Keeping Children Safe in Education
- E-Safety

Role specific

- Safer Recruitment in Education
- Basic First Aid



How to Apply

We hope that the information provided is useful and informative. Further details can be found via our website at www.elliottfoundation.co.uk.

If you wish to arrange an informal discussion in relation to the Trust and/or the specific role, or arrange to talk to one of the other HR Business Partners about what the role is really like, please do not hesitate to contact us at recruitment@elliottfoundation.co.uk.

Please complete an application form and send it, along with a covering statement of how your skills and experience match what we are looking for to recruitment@elliottfoundation.co.uk

Closing date for applications:
9am Monday 22nd July 2024

Provisional interview date:
Tuesday 30th July 2024



Job Description: HR Business Partner (London)

Purpose of the Role

- Build valued partnerships with both Trust and academy based senior leaders and academy based HR Leads to support business development;
- Deliver a comprehensive HR service to a designated cluster of academies, providing strategic and day to day leadership, coaching and support;
- Ensure school based resources and the Trust's central HR provision operates effectively to support HR and payroll related business need;
- Lead and contribute to Trust wide HR work and projects, to include contributing to the development and implementation of the TEFAT HR Strategy.

General Responsibilities

- Be familiar with and support the Trust's Values through own conduct and advice to senior leaders;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust and the HR Team;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Job Description: HR Business Partner (London)

Specific Responsibilities

1. Provide comprehensive HR support as a business partner to a designated cluster of academies by:

- Working closely alongside the Executive Principals, Principals and academy based senior leaders to lead and manage an effective and efficient HR service which is compliant and reflects best practice whilst supporting their business needs;
- Monitoring and supporting strategic HR and management issues in each academy, working collaboratively with the relevant Regional Director/s, Finance and Operations Business Partner/s and other central colleagues;
- Attending meetings and contributing to Team Around the Academy (TATA) programmes of support for those schools in the designated cluster who are part of the TATA programme;
- Providing HR advice and support to governors, Executive Principals, Principals and senior leaders as appropriate, including in relation to recruitment, casework, restructure processes and other complex matters;
- Provide support, coaching and challenge to academy based HR Leads to ensure the academy based HR practices, administration and record retention are of an appropriate quality and meet compliance requirements.
- Lead the central HR aspects of the induction of newly appointed academy based HR Leads, liaising with the Principal appropriately;
- Acting as one of the initial central HR contact s for issues and escalations;
- Monitoring and evaluating HR related risk in the cluster, escalating specific issues where appropriate;
- Delivering training and regular update sessions to academy based staff, including accredited courses as appropriate;
- Attending, contributing to and leading specific items at national and cluster based meetings and activities such as monthly HR Leads meetings and termly Principals Meetings and Finance and HR Meetings;
- Monitor academy and central compliance against key HR related legislative requirements and TEFAT policy such as statutory reporting and Right to Work checks and processes, providing advice and challenge and escalating where appropriate.

2. Support effective communication and reporting between the Trust and academies by:

- Reporting and providing other relevant information in relation to HR matters within a designated cluster of academies to the HR Director and wider Trust Operations Group;
- Providing regular HR data analytics and other reports to Executive Principals and Principals, using this data to identify trends and priorities for discussion with those stakeholders;

Job Description: HR Business Partner (London)

Specific Responsibilities

2. Support effective communication and reporting between the Trust and academies by: (continued)

- Preparing and issuing regular advice notes and updates to academies in relation to HR developments, changes in legislation and other issues; and
- Acting as an ambassador for the HR Google Community and other HR platforms ensuring they are accurately maintained and the functionality is effectively communicated and promoted to academies. Contributing to the review and continual development of the content of the HR Google Community.

3. Support Trust wide and cluster based HR work with recognised trade unions by:

- Contributing to the HR Team's work with the National and local trade unions, including attendance of the NJC meetings and other trade union forum meetings, leading specific agenda items as appropriate ;
- Facilitating appropriate staff and trade union consultation where appropriate; and
- Contributing to and facilitating general communication and positive working relationships with trade unions.

4. Contribute to key strategic HR matters by:

- Contributing to the development of the Trust wide HR function, including leading and delivering Trust wide HR projects and targeted work as identified with the HR Director, supporting the implementation in academies if applicable;
- Contributing to the development and implementation of relevant policies, procedures, guidance notes and tool kits to assist academies in the day to day management of HR matters whilst ensuring they reflect TEFAT Values and ethos
- Contributing to the development of a comprehensive HR training suite and supporting the delivery of this both centrally and within the cluster;
- Contributing to the development of a rolling HR priority plan focussed on the business needs of the Trust and individual academies; and
- Leading and contributing to Trust wide procurement and the monitoring of best value and quality of service provision

Job Description: HR Business Partner (London)

5. Support onboarding schools with the process of conversion from school to academy and the development of new academies by:

- Assisting in the provision of advice and support to relevant Executive Principals, Principals and senior leaders in relation to the HR process and requirements;
- Assisting with the staff TUPE process, including conducting appropriate due diligence exercises and facilitating consultation with staff and trade unions;
- Assisting with the identification of relevant measures and the facilitation of any necessary communications and documentation to be provided;
- Providing support to any necessary staffing structure development and related consultation activities;
- Liaising with relevant internal and external parties as necessary, including trade unions, the local authority and other central teams as appropriate;
- Supporting the transfer of HR records and administration to the Trust's systems, providing training and coaching as required.

6. Alongside other HR team members provide HR support to the central Trust by:

- Supporting the development of effective central HR systems and processes;
- Providing regular support and coaching to the HR Officer and contributing to their performance management by providing feedback to both the HR Officer and HR Director as appropriate;
- Leading the HR contributions to regional meetings with the relevant Regional Director and Finance Business Partner, ensuring communication of relevant information to the HR Director and/or wider HR Team as appropriate
- Proactively developing regional cluster relationships and leading and contributing to cluster initiatives and projects
- Actively pursuing up to date knowledge of HR and relevant education sector legislation to support the development of the HR Team's advice and overall Trust compliance;
- Providing HR advice and guidance to Directors and central managers as appropriate; including in relation to the application of TEFAT policies and procedures;
- Deputise for the HR Director as necessary

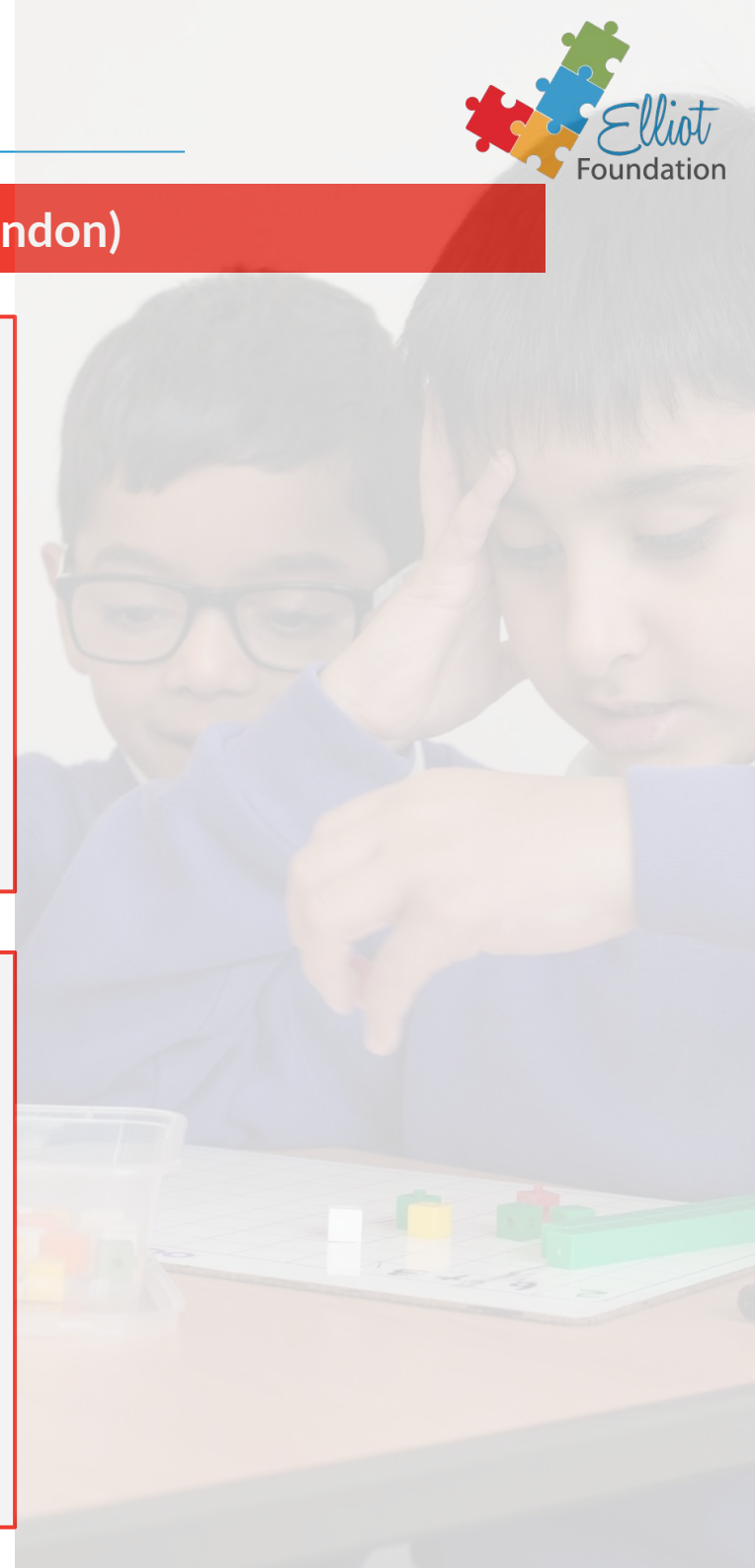
Job Description: HR Business Partner (London)

Key Relationships:

- Director of HR, HR Business Partners and team members
- Cluster Regional Director, Finance and Operations Business Partner and TEFAT Directors and central colleagues;
- Academy community councillors and other local stakeholders and partners;
- Academy senior leaders, School Business Managers and school based HR Leads;
- Department for Education;
- Local Authorities;
- Trade Union representatives;
- External service providers

Notes:

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check



Person Specification: HR Business Partner

	Essential	Desirable
Education and Qualifications		
Educated to degree level or equivalent	◆	
Appropriate CIPD qualification or equivalent	◆	
Knowledge and Experience		
Strong knowledge of employment legislation & HR good practice	◆	
Knowledge of relevant education law		◆
Substantial and successful experience working in an HR environment providing employee relations advice, balancing solutions against risk	◆	
Experience of leading projects or significant pieces of work		◆
Experience of working within the education sector		◆
Knowledge of data protection legislation		◆
Experience of liaising with outside agencies, stakeholders or other professionals	◆	
Experience of working successfully with trade unions and professional associations		◆
Experience of working in a business partnering model or similar		◆

Person Specification: HR Business Partner

Professional Skills		
	Essential	Desirable
Excellent organisational skills	◆	
Proven ability to work under pressure, prioritise and respond to deadlines	◆	
Ability to make sound judgments and work effectively under conflicting demands	◆	
Excellent inter-personal skills with the ability to negotiate effectively with a broad range of audiences and build effective working relationships	◆	
Excellent written and oral communication skills	◆	
Good IT skills (Google Suite, Word, Excel, use of databases, etc.)	◆	
Ability to work on own initiative with a proactive approach	◆	
Strong value of teamwork with the ability to work collaboratively and support and contribute to the ethos of TEFAT	◆	

Person Specification: HR Business Partner

Personal Qualities		
	Essential	Desirable
Self-motivated, with a 'can do' approach to problem solving	◆	
Ability to learn quickly and effectively	◆	
Flexible, mature and balanced approach	◆	
Reliable, enthusiastic, committed	◆	
Ability to form and maintain appropriate professional relationships	◆	
Have a willingness to demonstrate commitment to the values and behaviours which flow from the Elliot Foundation ethos	◆	
Ability and willingness to travel occasionally as required	◆	

