

Lighthouse Education Trust

Inspiring Bright Futures

Recruitment Pack

HR Director

2025 - 2026 Academic Year





It is my pleasure to welcome you to our wonderful school.

I am proud and privileged to lead such a unique and innovative school. This is a school where students' special interests, social and communication skills, abilities, academic and life skills are mapped and further developed so destinations can be identified and targeted for each individual.

We deliver a broad, ambitious and balanced curriculum that enables all our students to make excellent progress and gain nationally accredited qualifications in Key Stage 4 and Key Stage 5.

Developing meaningful friendships and relationships is a life skill that is taught and developed in all aspects of school life, but is a particular focus in the Wellbeing and Speech and Language curriculum/sessions. We also take great joy in celebrating those "Wow" moments for our students when the impossible becomes the possible!

A key part of curriculum delivery is 'building aspirations' and employability awareness. We believe that the future is limitless, and optimism is key to our approach. We do this by exposing our students to a number of different employment sectors and experiences throughout their curriculum.

We also believe every day is a new opportunity and the chance to write a different story and this is fundamental to our compassionate approach to working with our students.

At Lighthouse School the staff body, senior leaders and trustees are devoted to making the difference for our students so they can reach their next steps and thrive in society.

We are a neuro-diverse staff team with a range of disabilities, diversities, strengths and weaknesses. We believe our staff should be role models to support our students to create their own pathway to success.

I would like to thank you for taking the time to be interested in working in our amazing school, and encourage you to take time to find out whether we are the right fit for your skills and experiences.

Emma Sullivan, Principal

OUR TRUST VALUES



RESPECT

Embracing uniqueness, equality, and ensuring all contributions are valued.



'Upon joining this school, I've gained many friends for life and gained myself the motivation to be more ambitious in life and frankly braver in my future endeavours. I simply thank those who worked closest to me at my time there'.

COMPASSION

Showing empathy and understanding of others' needs.

AMBITION

Taking risks, having adventures and aspiring to achieve great things.



HAPPINESS

Taking joy from developing and succeeding together.

OUR SCHOOL VALUES



INNOVATION

Striving for creative solutions, challenging perceptions, and inspiring positive change.

‘Our child has grown in confidence since starting at Lighthouse and loves coming to school. The school not only supports our child but us as a family.’

OPTIMISM

Realising our limitless destinations, now and in the future.

VERSITILITY

Exemplifying individualised and adaptive teaching and learning.

DEVOTION

Being dedicated to our people, our jobs, and our school community.



JOB DESCRIPTION

JOB ROLE PROFILE			
Job title:	HR Director	Salary grade:	SCP 38 – 43 FTE (£49,282 – £54,495)
Lighthouse Education Trust is committed to supporting work–life balance and recognises the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. This role is considered suitable for Hybrid working, could be worked Full Year or Term Time + and will need flexibility to work across multiple sites.			
Contract type:	Permanent Full Year or Term Time Plus	Core Hours of work:	08.30 – 16.30 Mon – Thurs 08.30 – 16.00 Fri 37hpw
Responsible to: Principal			
Responsible for: HR team			
Introduction: This is a brand-new role as our Multi Academy Trust (MAT) is being formed. Initially the role will support the HR priorities of the current Leeds school whilst shaping the new HR Strategy. This is a rare opportunity at such an exciting time, to bring skills, experience and innovation at a time of growth. The career opportunity is therefore unique with agency to make a difference at a pivotal point in the MAT's inception. The post-holder will need to be flexible in delivering various priorities at pace, with the resilience to work in a dynamic and fast paced environment. The following Job Description captures the main requirements of the HRD role. Therefore, initially also working as HR Business Partner level, as the strategy is formed.			
Job purpose: As a key member of the Trust's Leadership Team, you will: - Lead the strategic and operational delivery of human resources across the Trust, ensuring alignment with the Trust's vision, values, and educational objectives. - Manage all aspects of HR and work in collaboration with leaders to provide comprehensive and professional HR support and advice to the Board of Trustees, Principal, Senior Leadership Team (SLT) and Managers. - Contribute to improving, embedding and reviewing ways of working to achieve efficiencies and ensure best practice and promote a highly professional and effective working culture. - Plan key HR projects, including coordination, proposals and delivery. - Lead on the delivery of the Trust's HR service, with the aim of achieving efficient and positive outcomes and ensuring compliance in regard to policies, procedures and safeguarding guidance, as defined by the Department of Education. - Be responsible for ensuring that safeguarding and safer recruitment practices are rigorously upheld.			

Role Specific responsibilities:

Strategic Leadership

- Develop and implement a Trust-wide HR strategy aligned with educational and organisational goals.
- Lead on culture, engagement, and wellbeing initiatives to support staff retention and performance.
- Lead the development and implementation of equality, diversity, and inclusion (EDI) strategies that foster a culture of belonging and align with organisational goals.

Workforce planning, recruitment and talent management

- Provide strategic leadership of the HR function, providing advice and guidance in workforce matters e.g. developing people structures, advice on restructures and staff reduction processes.
- Lead on recruitment practices and procedures, ensuring that the best talent is attracted and retained.
- Ensure all aspects of recruitment procedures and practices are fair, inclusive, and efficient. All aspects of recruitment must comply to KCSiE, equality, employment legislation and Trust policy. The postholder has responsibility for ensuring there are systems in place to ensure safer recruitment across the Trust.
- The postholder has responsibility for ensuring the Single Central Record/s (SCR) is maintained.
- Prepare reports, present statistics and research innovative practices to recruit and retain talent.
- Advising on and developing appropriate recruitment and retention strategies to ensure the Trust is an employer of choice.
- Proactively monitor staff retention by implementing and analysing exit data, including interviews. Collate and present the information gathered to leaders and Trustees along with any recommendations for improvement.

People management

- Lead, develop and implement a range of people practices and employment policies and procedures to ensure high performance and compliance.
- Ensure that employment policies are compliant with employment law and meet the needs of the Trust, whilst providing a supportive and inclusive workplace for employees. Lead on consultation with stakeholders, as appropriate.
- Ensure that the Trust's range of people policies, processes, approaches and practices align with the organisation's strategic plan, culture and values.
- Apply a strategic and commercial mindset to drive and enable change and create value for the organisation and its people.
- Respond to new legislation, case law and regulation including the development of policy, guidance and training as a result.
- Lead on developing and maintaining positive working relationships with trade union representatives, meeting as required to resolve workplace or employment concerns.
- Lead on TUPE arrangements, ensuring best practice in line with legal, statutory and procedural obligations.
- Monitor and report to SLT and Trustees on a range of people KPIs.
- Line manage and mentor the HR team across the Trust..

Workforce development

- Provide strategic HR solutions on complex and sensitive HR issues including: succession planning, recruitment and retention, data strategies and leadership development.
- Develop and implement strategies in conjunction with leaders for succession planning and CPD to ensure the workforce can meet the needs of its learners now and in the future.
- Develop and embed an effective Performance Management process and pay policy, providing professional guidance and training for line managers/reviewers and for senior leaders.
- Develop, implement, and oversee EDI initiatives, policies, and training programs that promote awareness, reduce bias, and advance representation at all levels across the Trust.
- Work with other leaders to develop robust induction programmes for new starters.
- Ensure that the Trust's staff and trustee training records are accurate, complete and up to date.

Casework

- Be a trusted HR advisor to managers, SLT and Trustees, providing expert guidance on a wide range of HR matters including complex employee relations, recruitment, onboarding, payroll and compliance.
- Provide training, as required, in line with the Trust's policies and procedures and employment law.
- Liaise with other services internally and externally to ensure holistic and comprehensive support is provided.
- Ensure all available mechanisms are utilised to monitor and evaluate the quality of guidance and support provided.
- Support the HR Business Partner and/or HR Assistant in managing case work.
- Support and lead strategic project work as required.
- Act as Investigating Officer as required.

Managing attendance and well-being

- Lead the effective management of attendance, including short term and long term sickness cases. Ensure that absence procedures are followed.
- Develop proactive well-being and attendance solutions that encourage and enable staff to be self-aware of their own health and general well-being.
- Lead and support initiatives to improve the well-being and engagement of employees, working closely with Trust leaders to deliver appropriate support.
- Develop strategies informed by data to manage staff absence and diversity trends and support follow up action as required.
- Lead the Trust's wellbeing strategies, including advising on stress and other risk assessments., salary and pension issues.

HR systems and processes

- Support and assist with HR processes and systems, including recruitment, payroll, absence management and appraisal providing additional capacity where required.
- Compile information for consultation at Senior Leader and Trust Board level.
- Provide termly reports on absence and performance against KPIs for Trustees, Principal and SLT.

Legal and compliance responsibilities

- Advise and keep abreast of national developments in education, including the STPCD, the conditions of service for Trust Teachers in England and Wales (the Burgundy book), Teachers' Professional Standards, relevant standards and conditions of service for education staff and of any educational statutory changes related to HR/personnel.
- Deliver training sessions to SLT, Trustees and Managers on HR policy, procedures and best practice, including Safer Working Practice, as required.
- Attend hearings, HR related panels and other meetings as required.
- Liaise with payroll and pension providers, HMRC, Ofsted, Local Authority and other bodies as required.
- Liaise with the legal advisors/ACAS for advice as appropriate.

Payroll, finance and record keeping

- Ensure that HR records are accurately maintained and compliant with GDPR and employment law.
- Ensure that contract variations, new starters and other changes are accurately documented and processed via payroll. Including liaising with the external payroll provider and pension scheme administrators as necessary.
- Effectively manage recruitment and wellbeing budgets.
- Work closely with leaders to model the financial impact of all staffing appointments
- Ensure all staffing appointments and conditions of service are followed through to Payroll, deputising as necessary, in liaising with the School's external payroll provider and pension providers to process and check the monthly payroll as required.
- Interpret and advise on all legislation pertaining to staffing.
- Advise staff on employment, salary and pension issues.

Line management responsibilities:

- Line manage and coach identified colleagues.
- Lead and support the professional development of members of the HR team.
- Undertake performance management reviews for allocated staff.
- Promote and prepare staff for career development opportunities.

All staff responsibility:

- Promote and safeguard the welfare of children and young people within the Trust, raising any concerns following Trust protocol/procedures.
- Ensure that all activities are undertaken within the framework of the Trust's risk assessments.
- Work collaboratively as part of a team and providing help and support to other team members.
- Participating in any relevant meetings/professional development opportunities at the Trust as appropriate.
- Support the effective running of the Trust by ensuring the policies and procedures are understood and followed.

The above responsibilities are not an exhaustive list and the post-holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time.

Any changes to this document will be made in consultation with the post-holder.

Our aims:

Centre for excellence for ASC education in our region.

Sustainably provide/support education for increased numbers of autistic students in our region.

National leaders for destination led education for autistic students.

Our Trust has a focus on continuous improvement and is always evolving to support our students to make excellent progress in all parts of their academic and personal in-education experience.

	Essential	Desirable
Qualifications	- Educated to level 3 (A level) or above, including a minimum of GCSE (or equivalent) grade C in Maths and English. - Level 7 CIPD HRM Qualification or working towards.	A 2:1 or above degree in a relevant subject.
Experience, Knowledge and Skills	- Experience of successfully leading and managing a HR team. - Demonstrable experience of working in a senior generalist and strategic HR role. - Experience of leading strategic change. - Experience of managing complex employment relations issues. - Experience of working with unions, ideally gained within the public sector. - Experience of advising leaders on a variety of sensitive HR issues. - Experience in supporting colleagues with their mental health and wellbeing. - Experience of leading staff training and development. - Experience of producing and leading on the implementation of employment policies. - Experience of producing, analysing and presenting people KPI reports. - Proven experience of managing multiple projects and working to tight deadlines. - Relevant experience of leading and implementing EDI strategy. - Knowledge of current employment legislation. - A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities. - An understanding of the importance of confidentiality and the Data Protection Act. - High level of ICT skills, including Microsoft Office. - Experience in using HR software and MIS. - An understanding of how to manage HR records and filing systems. - A good understanding of payroll and pensions administration and compliance. - The ability to record and analyse data using different systems. - Ability to problem solve, make decisions and stay calm in crisis situations. - Sound judgment. - Ability to work as part of a team and under own direction. - Leadership and management qualities. - Excellent verbal and written communication skills. - Excellent time management and organisational skills. - A high level of accuracy and attention to detail.	- Experience of working within HR in either education or a setting for children or vulnerable adults - Understanding of education sector Terms & Conditions - Mental Health First Aider training - Experience of working with Disclosure and Barring Service/safeguarding protocols. - An understanding of Autism - Experience of securing recognised quality marks e.g. IIP, EDI or wellbeing related.

PERSON SPECIFICATION

	Essential	Desirable
	• Willingness to train as a Mental Health First Aider. • Excellent planning skills and the ability to take control of situations.	•
Personal Qualities	• High expectations of self and high professional standards. • The ability to handle a demanding workload and prioritise effectively. • The ability to use initiative and be proactive in any situation. • Flexible, reliable and enthusiastic. • Excellent interpersonal skills, diplomacy and sensitivity in dealing with families, colleagues and other professionals. • Enthusiasm, energy and a flexible, "can do" attitude. • Ability to give and receive feedback in a sensitive and timely manner. • Ability to be well organised, self-motivated and reliable. • Be able to ask for and receive help and support when needed. • An enthusiasm for involvement with the wider Trust community. • A commitment to supporting neurodiversity. • A commitment to ongoing professional development for self and others. • A commitment to the best outcomes for young people. • Not afraid to challenge to improve outcomes. • Personally demonstrate the Trust's vision and values. • Excellent punctuality and reliability.	• Positive and engaging about development of provision for Autistic Students

To apply for this role, please complete a Lighthouse School Application Form available by visiting our website, or contacting HR@Lighthouseschool.co.uk. **If you will struggle to complete an application form and need adjustments, please contact the school and ask for the HR Department on 0113 4570605, who will be able to advise.**

Each application is shortlisted against the Job Description and Person Specification so please ensure you complete the application form in its entirety, providing sufficient information and a supporting statement in relation to these documents. The form is designed in line with safer recruitment practices and allows us to determine your potential suitability for the role and to carry out appropriate pre-employment checks.

If shortlisted you will be invited to interview. This will be with a least one member of the Senior Leadership Team, and a member of the HR team. We will discuss the role in more detail, give you a tour of the school, and carry out an interview to assess your experience and skill set as well as your overall suitability. You may be required to undertake further tasks dependent on the role applied for.

For those candidates shortlisted, we will request references in advance of any interviews and ask that you specify on the application form (where requested) if you do not permit us to apply for these prior to interview. You must also provide original copies of your qualifications and identity documents at interview to enable us to complete safer recruitment checks.

These include:

- **Enhanced DBS check** – we can apply for one of these on your behalf to include a **Children's barred and Adult barred list check.**
- **Prohibited from Teaching check.**
- **A minimum of two references.**
- **Identity checks including right to work in the UK. You must provide 3 documents to cover the following:**
 - ⇒ Photographic Identification, e.g. passport or driving licence.
 - ⇒ Proof of right to work in the UK, e.g. current UK passport, UK Visa or UK Birth Certificate
 - ⇒ Proof of current address, e.g. a current driving licence or bank statement/ utility bill dated within three months or council tax statement dated within 12 months.

If you have worked or lived overseas for 12 months or more during the last 10 years you will also be required to provide a letter of good conduct from the police authority of the country you visited. If you cannot provide this, please contact the HR Department (by emailing: HR@lighthouseschool.co.uk) who will be able to advise you on other documents that can be used.

Following the interview process, the successful candidate will be offered the role conditional upon the outcome of the above vetting checks.

We look forward to receiving your application.

Lighthouse School Leeds was the fulfilment of a long-held dream. In September 2012, five families with children on the autistic spectrum set up the free school to create a learning environment where autistic young people could thrive, and where their needs were fully understood and met.

Today, that vision is a reality. Specialist teachers, teaching assistants and tutors now deliver a curriculum to one hundred-plus students, within Arthington House, Cookridge, Leeds. Originally a Victorian hospital, it was extensively renovated after sitting derelict for many years and is now a state-of-the-art facility designed specifically for our students.



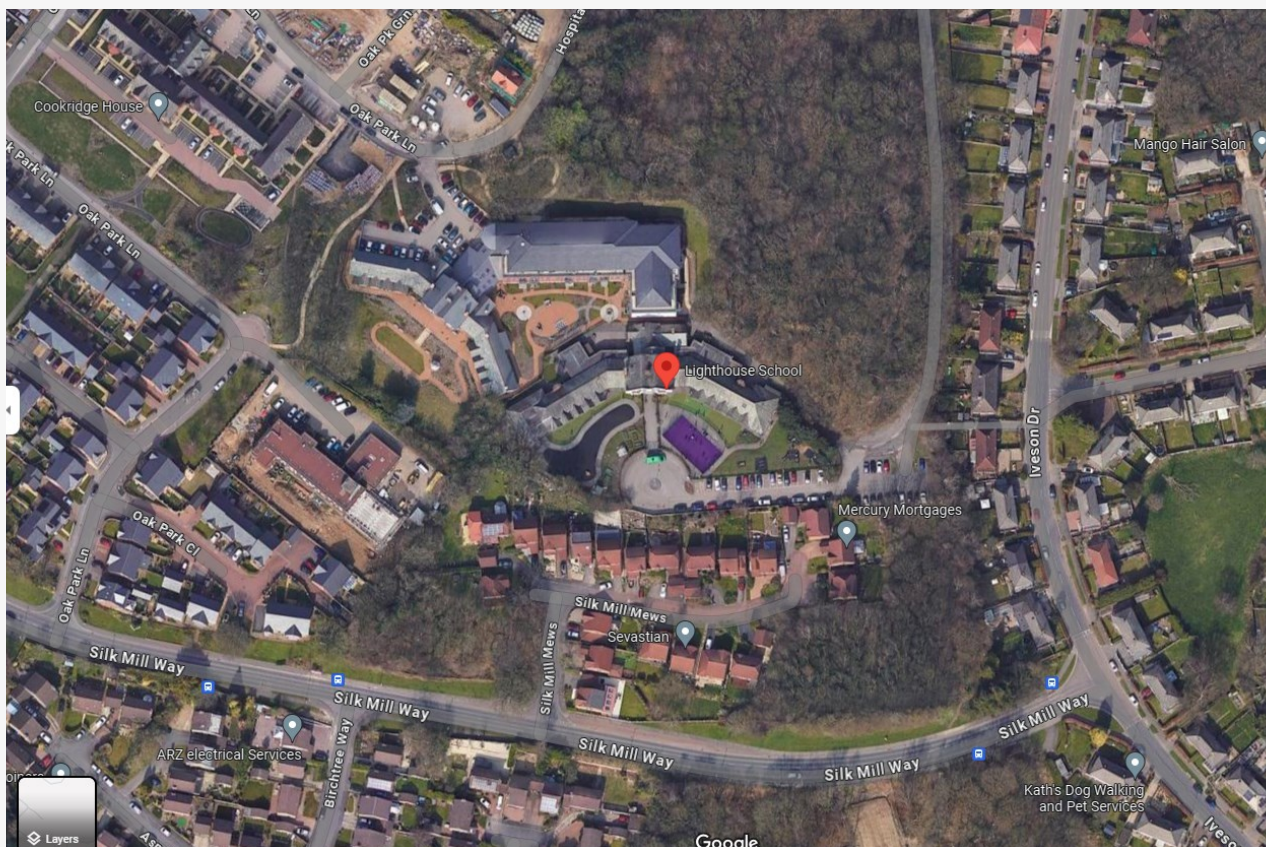
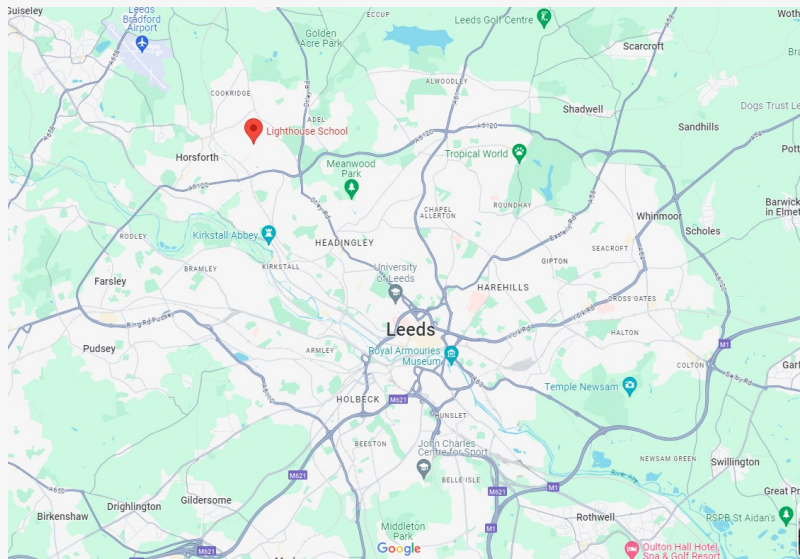
Our journey so far has been amazing and we are immensely proud of what our students have achieved. We are a 'Good' school with aspirations to be 'Outstanding' in the near future.

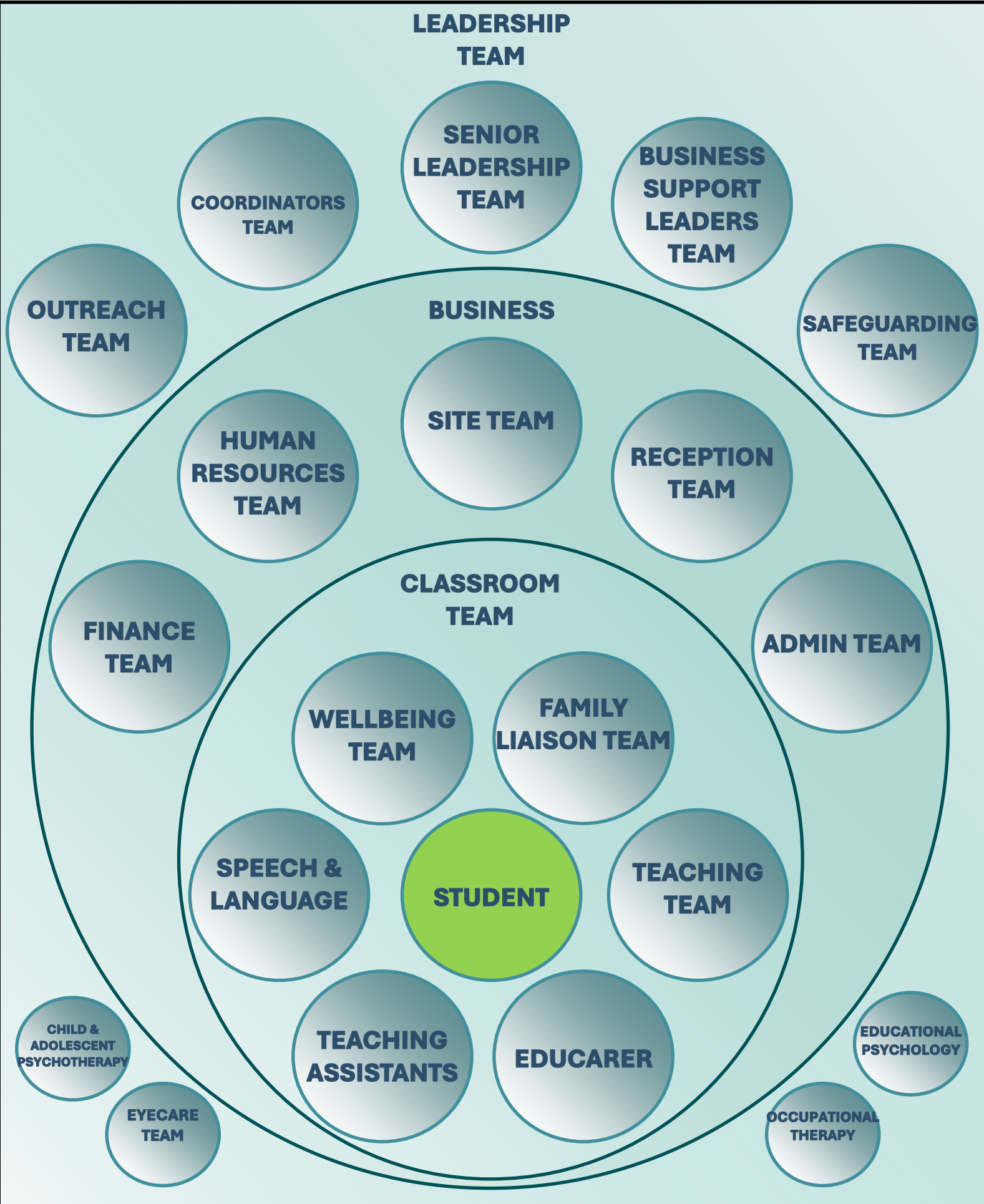
We provide a flexible learning environment, which reflects the bespoke needs of each and every one of our students. Ofsted (2023) recognised that the school has a calm but purposeful atmosphere, provides a highly ambitious curriculum, is well resourced, and leaders are tenacious when pursuing support for students. The harmonious school community is founded on respect and tolerance.

We ensure that our staff are well trained and are developed to be effective in their roles. They say their workload is manageable, and early career teachers are well supported.



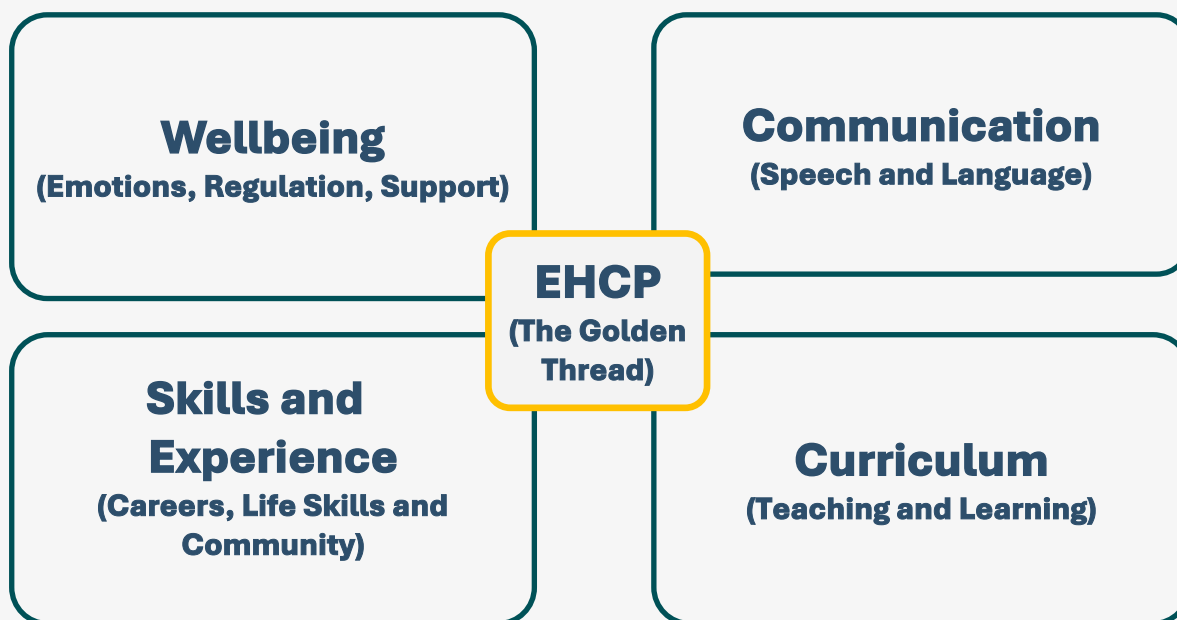
We are situated on the edge of woodland in the heart of Cookridge in North Leeds, just a 20-minute drive from Leeds City Centre on one side (with access to the M1 and M62) and on the edge of countryside on the other with the market town of Otley also just a 20-minute drive away. The spa town of Harrogate is also approximately 40-minutes drive, as is Ilkley. The school is close to local bus routes (19, 19A, 6) and the train (Horsforth Station).





We want the students at Lighthouse to be well cared for and well educated, and we have a large team of staff working together to support all areas of the students' lives whilst at school.

The four Cornerstones form the basis of our educational philosophy, and staff teams are based around these areas:



Staff work closely with external professionals, such as the Eyecare Team, Educational Psychologists, Child and Adolescent Psychotherapists, and Occupational Therapy on school site. We also liaise closely with other healthcare and welfare professionals, including the Schools Nursing Team, CAMHS, Social Care and Cluster Support.



We have high expectations for everyone at Lighthouse, staff and students alike. In order to ensure that our students receive the very best education, we have a full training programme for all staff.

Upon appointment at Lighthouse School, staff begin a comprehensive Induction Programme, which includes:

Principal's Welcome
Safeguarding Training
Health & Safety Guidance
HR Support

Understanding Autism
SEN & EHCP Process
Online Training through Smartlog
GDPR induction through Veritau

Across the year, all staff undertake yearly updates in a number of key areas. There are 5 full training days across the year, and meetings and seminars each week which keep staff up to date with new research, school policies and procedures, and student centred information. These include:

Cornerstones training:

- Speech and Language (Cornerstones)
- Wellbeing (Cornerstones)
- Curriculum (Cornerstones)
- Skills & Experience (Cornerstones)

Role specific training:

- TeamTeach (positive handling)
- First Aid
- Mental Health Awareness
- Personal Care
- Medical and Additional Special Educational Needs (including deaf awareness, dyslexia, ADHD, epilepsy, asthma, diabetes etc.)
- Reception systems and processes
- Invigilator training for examinations



Early Careers Teachers are fully supported through a comprehensive mentoring and training package with Red Kite Alliance.

More information on training can be sought from training@lighthouseschool.co.uk.

Our [staff testimonials](#) on the recruitment section of our website will give your more insight into working at Lighthouse School.

100% of staff said they enjoyed working at Lighthouse in a recent survey (March 2024). The Leadership Team recognises that working in special education can be emotionally challenging, and a wide range of support and wellbeing services are available to our staff.

These include:

- School sick pay and leave of absence entitlements.
- Access to a range of free health care services through our Employee Assistance Programme, including, mental health services and physiotherapy, menopause support, access to a GP, free flu vaccinations and free eye tests for VDU users.
- Mental health and wellbeing support. Our staff say they feel supported by the leadership and Mental Health First Aider teams.
- Active staff Wellbeing Working Party, who arrange a number of [staff perks](#) such as weekly parking raffle, staff 'Shout Outs' and awards, secret buddy scheme and more!
- Staff Neurodiversity Working Party who work with the Senior Leadership Team and HR to ensure Lighthouse is an inclusive environment for all staff.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

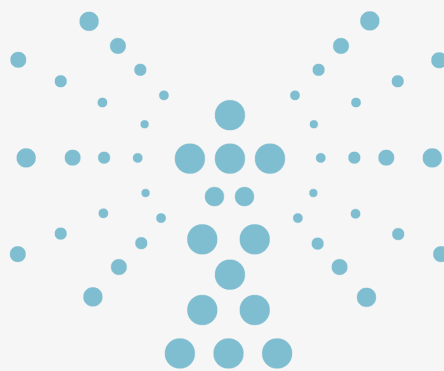
We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join us and positively encourage you to choose a career at our inclusive school.

We are also a DfE appointed Flexible Working Participant School and are open to offering a range of flexible working options. Please share your preferences with our HR colleagues at your earliest opportunity in order for these to be fully considered.

Should you have a disability or health condition that requires workplace adaptations in order for you to work comfortably and remain in work please visit:

<https://www.gov.uk/access-to-work/apply> as you may be eligible to funded interventions through Access to Work.





Lighthouse
School **Leeds**
Inspiring Bright Futures ...

Information correct as of May 2024