



People (HR) Advisor

PERMANENT | FULL TIME | ALL YEAR ROUND

GRADE: Linked Grades 8 – 9
SALARY: £29,777 - £36,648 per annum
START DATE: September 2024

Job Application Pack
July 2024

Welcome from our CEO



Archway Learning Trust is a vibrant learning community where children, students and learners are cared for, receive a high-quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer excellent teaching and learning and exceptional personal support in an inclusive, faith-based environment.

I became a teacher because I believe in diversity, equity and inclusion, and most importantly, opportunities for everyone. I believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our aim is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

S. Hampton

Chief Executive Officer, Archway Learning Trust

About our Trust

We exist to transform the life chances of our children and students by working together to enhance their opportunities for future success. We care deeply about challenging social disadvantage, building character, and delivering educational excellence. We are building a culture of belonging for our children, their communities, and our colleagues. Our aim is for all in our communities to flourish.

As a learning organisation, we are passionate about nurturing and developing people and to celebrate this we bring all our colleagues across the trust together every year for a Festival of Learning. When you join us, we will encourage you to grow and reach your full potential.

We welcome applications from people of all backgrounds. With inclusion and wellbeing central to our ethos, our DEI and Wellbeing networks exist to help our colleagues to be their authentic selves at work and contribute to the strategic approach we take across our Trust. We are committed to being a flexible employer. Whether you are interested in hybrid working, working from home, or flexible hours apply today, and we can discuss available options with you at the interview stage. We offer:

- Continuous career and learning development opportunities
- Continuous service recognition
- Generous annual leave (increasing with length of service) plus 8 bank holidays
- Flexible working (we are happy to discuss options such as compressed hours)
- Active wellbeing and inclusion networks
- Excellent pension – generous % employer contribution
- Access to a wide range of benefits and high street discounts

The Vacancy:

POST TITLE: People (HR) Advisor
GRADE: Linked Grades 8 - 9* (*dependent on experience, knowledge and qualifications)
SALARY: £29,777 - £36,648* per annum – full time all year (*pay award pending)
RESPONSIBLE TO: Employee Experience (HR) Business Partner

JOB SUMMARY

Are you an ambitious People (HR) professional keen to develop your career and have a sparkle and passion for delivering first rate People (HR) Advisory Services? Do you have a thirst for knowledge, development and readiness to move to the next stage of growth in your People / HR profession career? Do you have the skills to build trusted, confidential relationships with colleagues of all grades and roles to ensure excellent employee experiences? If so, this role at Archway Learning Trust, where we work together to transform lives, could be **the** one that you are looking for as your next career move.

We are looking for a talented, ambitious People (HR) professional to join our team and be part of how we design and deliver the best possible Employee Experiences by providing forward thinking, responsive People (HR) Advisory services across our Trust. This is a fabulous, interesting and developmental role that encompasses the breadth of People (HR) work from case management, investigations, to data insights, analytics through to Occupational Health and wellbeing. You will be the first point of contact to managers and employees in all People related matters, providing trusted professional advice and guidance in a timely, helpful manner, ensuring the Trust remains compliant with employment law, health and safety, conditions of service, policies/procedures and best practice.

Reporting to the Employee Experience Business Partner, you will develop your knowledge, confidence and expertise across the People (HR) Profession by being involved at all stages of the employee lifecycle. This starts with the development and application of our People (HR) policies that are intrinsically aligned to our mission and values. You will play a critical role in ensuring that our employees experience the sort of magic that we endeavour to create for all of the children, students and learners that we serve.

TIMESCALES AND CANDIDATE NOTES

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, describing what they will bring to the post from their own experience.

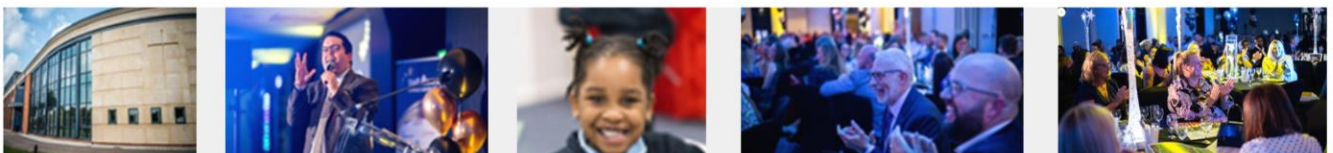
For more information on this fabulous role please visit www.archwaytrust.co.uk/vacancies and/or contact Sarah Goodwin, Chief People Officer e mail: sgoodwin@archwaytrust.co.uk

To apply, please visit www.archwaytrust.co.uk/vacancies and click 'apply' by the role which will take you to the application form for the post.

Closing Date: Sunday 18 August 2024

Interview Date: Wednesday 28 August 2024

Please note that due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.



JOB SPECIFIC RESPONSIBILITIES

- Provide clear, knowledgeable and timely advice to managers and employees on HR policies and procedures demonstrating ownership of issues and a passion for high levels of service.
- A competent user of the CIPHR HR information system in order to maintain this accurately, assisting HR Administrators as required.
- Support and quality assure safer recruitment practices at academies.
- Assist the People Service Business Partners with complex case work and Trust wide projects across the whole spectrum of HR including pay & reward, learning & development, engagement, employee relations and change management.
- Produce reports on People (HR) metrics and interpret these to determine the areas of focus and priority in order to demonstrate impact on outcomes for young people.
- To support the People Service Business Partners with complex casework, ensuring legislation, policy and best practice are followed and options and risks are clearly understood.
- Drafting letters, reports, and minutes and undertaking research as required.
- Assist with recruitment fairs as required.
- Take notes at hearings as required.
- Advice and support managers undertaking investigations, ensuring legal and procedural compliance.
- Act as People (HR) Advisor to senior managers or panels hearing formal absence, grievance or conduct matters.

Person Specification: People (HR) Advisor	Essential	Desirable
Education and Training		
CIPD level 5 or equivalent and member of CIPD, or relevant work experience		•
CIPD level 3 or equivalent, commitment to Continuous Professional Development	•	
Educated to A-level standard or demonstrable equivalent work experience	•	
GCSE English and Maths at a minimum grade C or 4	•	
Knowledge		
Knowledge of the role of trade unions in the education sector		*
An understanding of the basis on which HR policies are designed and operated		*
An understanding of contracts of employment		*
Knowledge and understanding of the education sector		*
Knowledge and experience of a broad range of employee relations issues		*
Understanding of current HR issues facing the education sector		*
Knowledge of latest employment law changes and the impact		*
Experience		
Experience in a HR role in the education sector		*
Experience of advising on employee relations matters		*
Solid HR administration experience	*	
Experience of drafting letters, reports and correspondence to a high standard and you must be able to demonstrate an eye for detail	*	
Experience in a fast-paced HR team delivering a high-quality service to managers and employees	*	
Well-developed IT skills including the use of a HR Information System for maintenance and reporting, MS Word and Excel, mail merge and email	*	

Professional Skills		
Knowledge of Employment Law and Employee Relations, the practical application of it and the impact this can have in a school context		*
Able to manage competing priorities and take effective action to deal with these	*	
Excellent written communication skills including the ability to write formal reports and letters to a high standard	*	
Demonstrably well-developed communication skills with the ability to inspire confidence in others	*	
Personal Qualities		
Confident, enthusiastic, motivated and committed with a passion for HR and using this to benefit outcomes for young people	*	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	*	
Commitment to Diversity Equity and Inclusion	*	
Willingness to work within the Christian ethos of the Trust	*	
Demonstrable commitment to delivering outstanding service	*	
Flexible and organised approach to work	*	
High levels of resilience and emotional maturity	*	
Inquisitive nature with sound problem solving skills, judgement and initiative	*	
Strong relationship building skills	*	
High level of integrity	*	
Suitability to work with children Commitment to safeguarding and a satisfactory Enhanced DBS Check	*	

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Contribute to the overall aims of the Trust and Academy Improvement Plans
3. Develop and implement own professional development and skills
4. Behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
5. Demonstrate an excellent record of attendance and punctuality.
6. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
7. Be aware of and support difference and ensure equal opportunities for all.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

STAFF CONDUCT

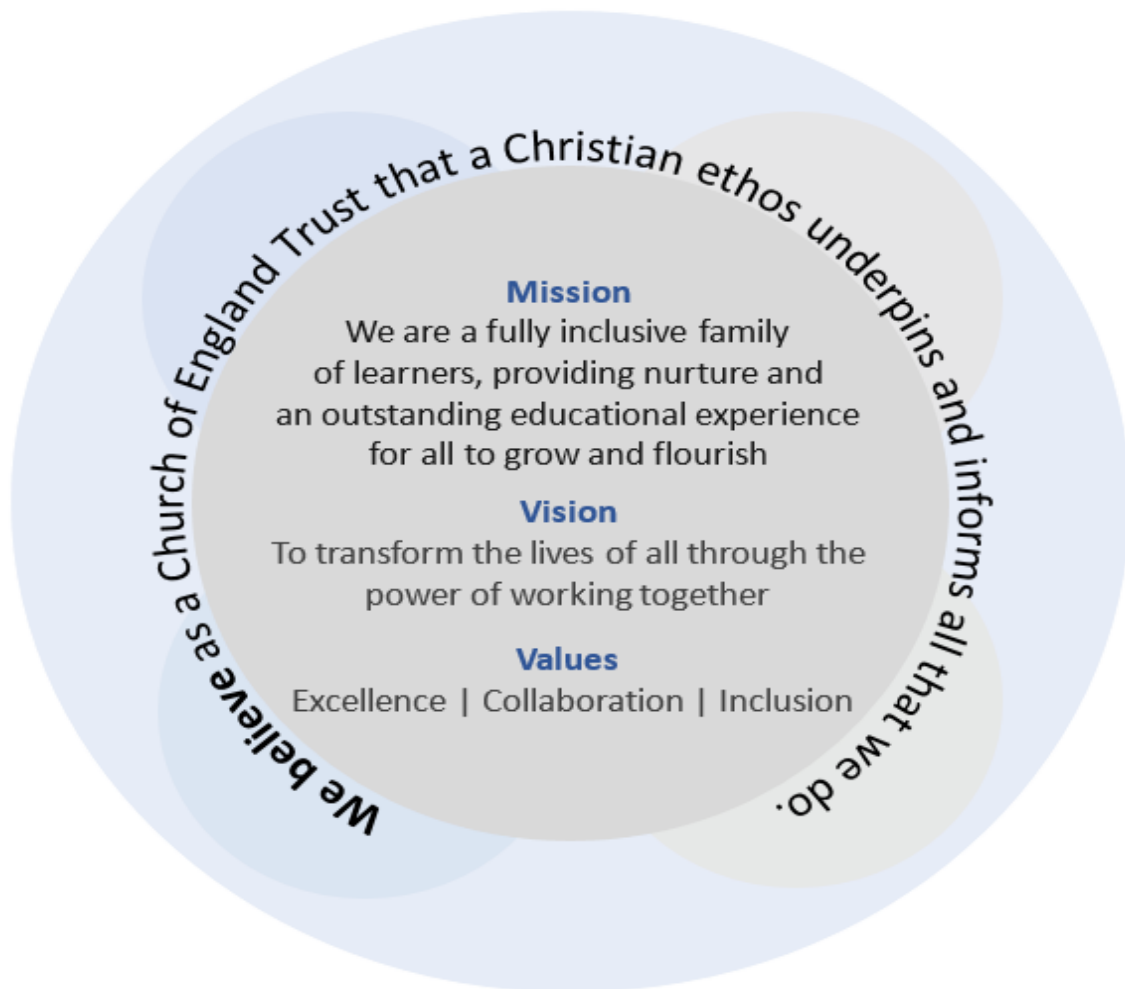
- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Our Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

Safeguarding Children and Young People

Archway Learning 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:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

More information about our schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880. Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' aligns with our common purpose of transforming lives of the children we serve. At Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

Lees Brook Academy

Lees Brook Academy in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



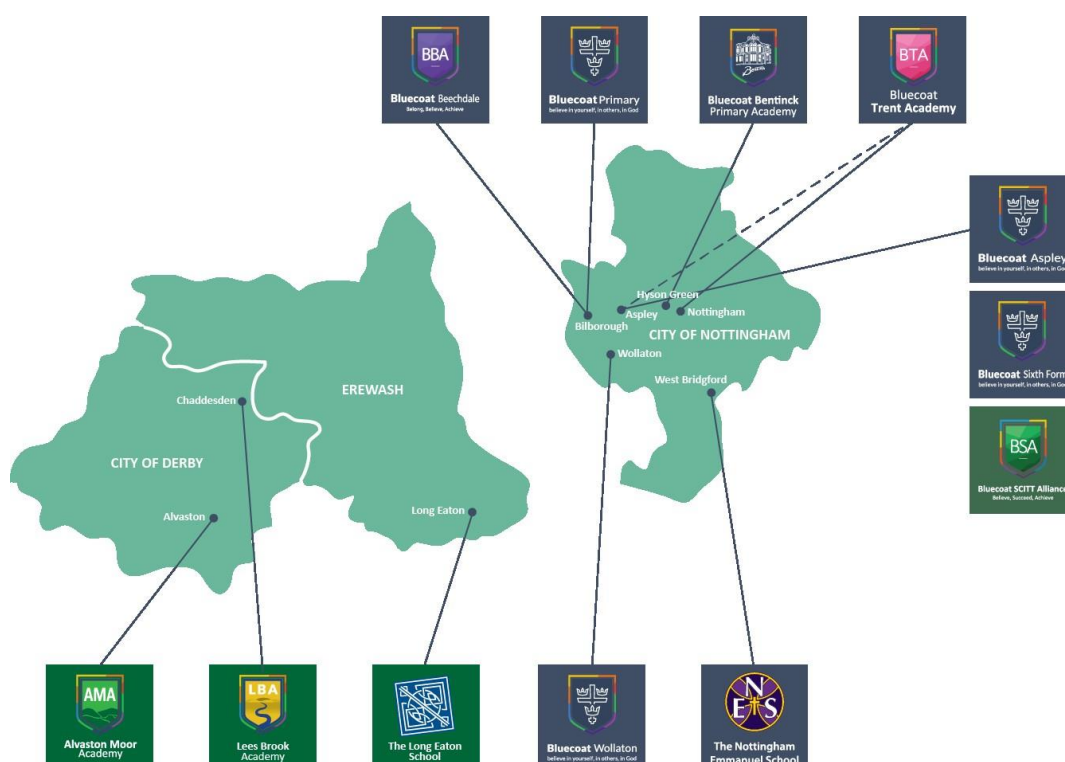
Alvaston Moor Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



An introduction to our Executive Leadership Team



Stuart Anderson – Deputy CEO (DCEO)

Stuart joined Archway in 2015 and has worked in a number of senior roles for the Trust including Principal, Executive Headteacher and Regional Director prior to becoming DCEO. He has direct responsibility for a number of schools in the Trust but also in the strategic leadership of standards, quality enhancement and delivering the Trust's strategic vision. As Principal, Stuart led Bluecoat Wollaton to attain exceptionally highly. The school secured an 'Outstanding' Ofsted grade in 2018 in its first inspection, officially became a 'World Class' School in 2020 and was recognised as 'Excellent' in its SIAMS Church Inspection in 2021.



Michelle Walshe – Chief Corporate Services Officer (CCSO)

Michelle is our Chief Corporate Services Officer with responsibility for all aspects of our Governance and corporate compliance. She also oversees marketing and communications, academy services and is the Trust's DPO. Michelle has over 20 years' experience in the education sector and has previously led and managed the admissions and appeals activity across the Trust as well as deliver process improvement and effective people management of large teams.



Nathan Jeremiah – Chief Operations Officer (COO)

Nathan has over thirteen years' experience in the education sector, having worked in a variety of management and leadership roles and brings significant sector experience to the Trust drawn from his work with the Department for Education and consultancy support with trusts nationally. Nathan's leadership of operational matters at Archway focusses on efficient and effective IT, Estates, Health & Safety, Cleaning, Catering PFI, Capital Development and Major Projects services across our family of academies.



Stuart Bird – Chief Finance Officer (CFO)

Stuart joined our Trust in October 2022 and has spent the last ten years in senior finance director positions across the NHS where he says the challenges are "remarkably similar" to education. Stuart has also worked in finance and operational directorship roles for a number of successful businesses in the private sector, including financial services, nursing and residential care. He is a Chartered Accountant and is well versed in building and delivering a strong finance team that provides an excellent service to the organisation it supports.



Sarah Goodwin - Chief People Officer

Sarah is our dynamic, energetic Chief People Officer with a wealth of knowledge and experience from working internationally, nationally and regionally with her most recent position prior to joining the trust being Deputy Chief People Officer for the Government of Jersey. A qualified psychometrician whose doctoral research focused on corporate tribalism, Sarah brings sparkle by the bucketload and is determined that all employees experience the sort of magic that we endeavour to create for the children, students and learners that we serve.



Dave Taylor – Director of Education

As Director of Education, Dave is responsible for the Quality of Education, Continuous Professional Learning (CPL) and the Quality Assurance of Teaching and Learning. Dave leads the Central Education Team and the Implementation Group, which comprises local VPs and APs for Teaching and Learning. Dave's main educational passion is to ensure children improve their reading and he is the main architect of the Trust's driving improvement priority 'Every child in an Archway school will become a fluent reader'.



Ben Dobbs - Director of Technology and Insights

Ben has a passion for the use of the technology and data to drive change both in the classroom and in the wider organisation. Having started as a maths teacher at Emmanuel, he moved through senior leadership before leading our trust wide data function and most recently combining that with technology. Ben's extensive experience in both education and technology uniquely positions him to bridge the gap between pedagogical practices and technological advancements. His vision and expertise drive the implementation of cutting-edge solutions that enhance educational outcomes and operational efficiency.