

RECRUITMENT PACK

Recruitment Manager



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Learning & Development Manager at Consilium Academies.

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

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

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

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

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

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

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

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



David Clayton
Chief Executive of Consilium Academies.

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

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

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

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

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

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

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

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

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants

Centre for Professional Learning

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

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

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

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

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

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

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

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

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

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

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

About the Role

Job Title: Recruitment Manager

Start date: September 2023

Hours: 36 hours per week, all year round

Contract: 1-year fixed term contract

Salary: Grade 10 (NJC SCP 30 – 33), Actual salary £36,298 - £39,493

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

As a growing organisation we are looking to recruit an organised, experienced and passionate Recruitment Manager to work with the People team to recruit exceptional staff across the Trust.

The Recruitment Manager will provide an exemplary service for the Trust with responsibility for the development, commissioning and delivery of exceptional recruitment strategies. You will also work across the Trust to ensure processes support the strategic goals of the Trust and the Trust is able to recruit talented staff at all levels in an extremely competitive market, which ensuring compliance with our statutory duties.

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

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

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

The closing date for applications is 9am on Monday 12th June 2023.

Interviews dates are to be confirmed.

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

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

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

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

Job Description

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|-------------|------------------------------------|
| Job Title: | Recruitment Manager |
| Reports to: | Head of HR |
| Based at: | Consilium Academies Central Office |
| Grade: | Grade 10 (SCP 30 – 33) |

Main purpose of the Role

To develop and deliver the organisation's recruitment strategy

Responsibility for ensuring recruitment practices are efficient, effective to attract a diverse and inclusive workforce that deliver the right applicants

To work closely with the Director of People and Head of HR to fully understand the organisation's current and future talent agenda to create sourcing and attraction strategies that will deliver on current and future talent requirements

Ensuring that processes and recruitment activities are legally compliant, and fit for purpose

Core Responsibilities & Tasks

- Responsible for recruiting across all areas of the Business.
- Work closely with key internal stake holders and departments to understand their requirements before advertising & marketing their vacancies.
- To work closely with Headteachers and SLTs to understand their recruitment needs, translating their requirements into attraction proposals using various sourcing methods
- Review all recruitment and staffing requests in line with internal policies and procedures.
- Provide regular updates and reports to the Chief Financial Operating Officer and Director of People.
- Ensure all staffing changes are recorded accurately including, issuing letters to confirm changes.
- Work with the Payroll Officer to ensure changes in pay are actioned timely.
- Promote the employer brand through recruitment activities including job fairs, networking events, LinkedIn, and broader social media as appropriate.
- Liaising with external recruitment agencies
- Worked closely with the job centre in conjunction with regular job fairs to promote and recruit our more junior roles.
- Responsible for looking after all volume recruitment
- Planning, developing, managing, and overseeing talent acquisition and recruitment processes and strategies.
- Ensuring candidate receives an offer letter, contract and all required for successful Onboarding.
- Managing the onboarding process in line with Keeping Children Safe in Education Safer Recruitment practices.
- Ensuring effective and efficient hiring processes across all teams, focusing on being actively inclusive, whilst delivering a robust candidate experience.
- Actively manage the day to day running of the internal recruitment and onboarding function.
- Line management responsibility for the Trust Payroll Officer.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities

- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

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

Person Specification

| Qualifications and CPD | Essential | Desirable |
|---|-----------|-----------|
| 5 GCSE passes (inc English and Maths) | ✓ | |
| Educated to A Level or equivalent | | ✓ |
| Additional CIPD qualification (Level 7) or equivalent / evidence of CPD relevant to the responsibilities of the post | | ✓ |
| Experience, Knowledge and Skills | Essential | Desirable |
| Experience of effectively organising management information systems, keeping systematic records and sharing information, keeping audit trails | ✓ | |
| Knowledge of communication tools | ✓ | |
| Knowledge of a range of IT applications including Word, Excel, Outlook, PowerPoint, Zoom and MS Teams | ✓ | |
| Knowledge of various digital platforms and tools | | ✓ |
| Awareness of diversity and equal opportunity issues | ✓ | |
| Awareness of child protection and safeguarding | ✓ | |
| Awareness of data protection and confidentiality | ✓ | |
| An ability to think creatively and divergently on developing new approaches to recruitment | ✓ | |
| An ability to be adaptable and flexible (think on feet) in order to be responsive to the needs of others and to see potential for meeting those needs even if there is no existing course/offer | ✓ | |
| Excellent written and verbal communication skills, responding effectively in person, in writing, via email and over the phone | ✓ | |
| Ability to manage multiple priorities, work well under pressure and meet deadlines | ✓ | |
| Strong interpersonal skills including the ability to liaise with external contacts | ✓ | |
| High degree of commitment and flexible approach to working | ✓ | |
| Personal Attributes | Essential | Desirable |

| | | |
|---|------------------|------------------|
| Confident positive and personable in the context of communicating with key stakeholders and customers | ✓ | |
| Creative thinker and problem solver | ✓ | |
| Keen and willing to learn new skills | ✓ | |
| Takes responsibility for own actions and the outcomes that result | ✓ | |
| Confidentiality and diplomacy | ✓ | |
| Sense of professionalism and a pride in the work produced | ✓ | |
| Willing to share knowledge | ✓ | |
| Understands own strengths and weaknesses and committed to personal learning and development | ✓ | |
| English Fluency | Essential | Desirable |
| Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad | ✓ | |
| Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad. | | ✓ |