



Senior HR Advisor

Recruitment Pack



Nurturing inclusive learning communities



CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of Senior HR Advisor at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We will soon have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy (due to join the Trust during Spring 2023) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees and Wakefield Local Authorities.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust





PEOPLE AND CULTURE LEAD WELCOME

Dear Applicant,

We will soon have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy (due to join the Trust during Spring 2023) within our Trust. Our academies are based in Wakefield, Kirklees and South Yorkshire, catering for a range of Social, Emotional and Mental Health (SEMH) needs. The Trust has significant growth planned which will provide opportunities for the Central team staff to be exposed to a wide and interesting range of HR work within schools across different Local Authorities.

We have a vacancy for a Senior HR Advisor working part-time (0.6FTE). The role will suit an experienced Senior HR Advisor, looking to further enhance their skills and experience in a unique Multi Academy Trust. This will be a busy role and no two days will be the same. The HR Team is expanding in line with our growth and the roles will be chance to be part of shaping our ambition for the future.

At Ethos, we are committed to ensuring that our Central staff are fully equipped and well trained to deliver an exceptional service to the Trust and our individual academies. The Trust prides itself on living up to our core values and providing a people culture that makes us an employer of choice within the sector. We operate a flexible approach to our work and have a comprehensive staff training programme.

I would like to thank you for your interest in Ethos Academy Trust and I look forward to receiving your application.



Lesley Conway
People and Culture Lead, Ethos Academy Trust



TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



Leading

with integrity

- Championing honesty and transparency
- Building trusting relationships



Encouraging

freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



Thinking

innovatively

- Finding creative solutions
- Meeting individual needs



Improving

continuously

- Raising standards
- Developing strong and effective leaders



Celebrating

achievement

- Improving academic progress
- Enriching personal development

ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities



Nurturing inclusive learning communities

Ethos College provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

Evolve Academy is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

Elements Academy opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We are able to offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.

WHY WORK FOR THE TRUST?



Nurturing inclusive learning communities

Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



Outreach Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.



Ethos Academy Trust is based in West Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around 11 years ago as a Grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then, I have not looked back! I am now working within the Senior Leadership Team at Ethos College, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON,
ASSISTANT HEADTEACHER –
ETHOS COLLEGE





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust twelve years ago as an inclusion worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I gained a role as Deputy SENDCo, with a promotion to SENDCo at Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, SENDCO - REACH ACADEMY

During my 6 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role two years ago, I am now a member of the Senior Leadership Team at Ethos College and have been supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, ACTING ASSISTANT HEADTEACHER - ETHOS COLLEGE





ADVERT FOR SENIOR HR ADVISOR

Job Title: Senior HR Advisor

Grade: 9-10 (dependent on experience)

Hours: Part time (22.5 hours per week). Term time plus 10 days (some flexibility can be negotiated on this)

Permanent

Closing date: Tuesday 10 January 2023 at 9am

Full time salary - £30,151 - £36,298 (Actual - £16,325 - £19,653)

About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire and Rotherham, South Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to what will soon become six academies (Ethos College, Reach Academy, Engage Academy, Evolve Academy, Elements Academy and Enrich Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees and Wakefield Local Authorities.

Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint an experienced and dedicated Senior HR Advisor to join our passionate and hardworking team.

If you are looking for a new and rewarding challenge in education, you are committed and passionate then we look forward to hearing from you.

Closing date: Tuesday 10 January 2023 at 9am

Interview date: Week commencing 16 January 2023

If you require further information or would like to arrange a visit, please contact Lesley Conway – lconway@eat.uk.com

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>



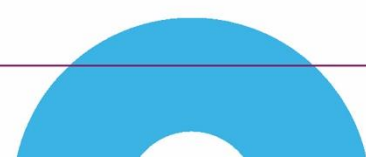


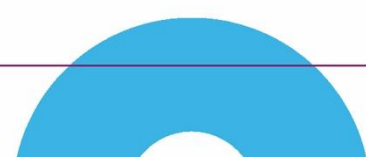
SENIOR HR ADVISOR JOB DESCRIPTION

Job title	Senior HR Advisor
Location	Part of the Central Team, based at Reach Academy (Batley, West Yorkshire) - the role involves some hybrid working
Hours	22.5 hours per week – term time plus 10 days
Reports to	HR Operations Manager
Staff responsible for	None
Closing Date	Tuesday 10 January at 9am
Salary/Grade	Grade 9 – 10 (dependent on experience) Full time salary - £30,151 - £36,298 (Actual - £16,325 - £19,653)
Job Purpose	To provide proactive, hands on and high-level operational support to schools within the Trust in line with key policies and legislative guidelines. To provide a comprehensive, professional and customer focused HR service.

KEY OBJECTIVES AND ACCOUNTABILITIES

Main Duties

- Support Managers with employee relations across the Trust including assisting Managers to reduce and de-escalate disciplinary, grievance and absence issues, ensuring positive working relationships and outcomes across the Trust.
 - Support Managers/Leaders through employment relations cases (such as capability, disciplinary, absence etc).
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- Advise and minimise risk to the Trust through a variety of methods.
 - To assist with and to monitor an effective absence management procedure, taking the lead where required or providing guidance to Managers when managing the process.
 - Assist with the implementation of Trust HR policies and support communication updates across the Trust.
 - Write, implement and review new and existing Trust policy and procedures.
 - Support the Trust to identify training needs and deliver training courses to support up-skilling for Leaders/Managers and to raise awareness of people management issues and HR policy/procedures.
 - Support the HR Leads and the wider Executive Team to manage the wellbeing of all staff, to ensure that they are supported in accordance with policies and procedures.
 - Contribute to and maintain staff toolkits in relation to key areas for Managers to utilise (such as capability, absence etc).
 - Assist with the onboarding of new schools into the Trust and the TUPE process.
 - Support Academies with recruitment in particular, assisting with the drafting of job packs and ensuring correct contractual documentation is issued as well as quality assuring checks carried out by Academies in relation to successful candidates.
 - Produce HR letters and ensuring that all communication on behalf of the Trust and individual schools is consistent, accurate and professional.
 - Assist with the development and implementation of a robust Safer Recruitment Strategy.
 - To contribute towards a standardised approach to recruitment and induction including providing advice and guidance to Academies on recruitment pieces in order to support the Trust's aspiration to become an employer of choice.
 - To assist in ensuring that a consistent induction process is developed and implemented across the Trust for new starters, promotions, secondments and redeployments.
 - Carry out exit and induction interviews with incoming and outgoing staff across the Trust.
 - Assist with salary, benefit and pension calculations and queries, working closely with the Finance Manager to ensure accurate an accurate payroll.
 - Responsibility as a primary user to ensure the HR Information System (Every) is accurate.
 - Assist in the production of reports and data checks to support key decisions/projects and advise on employment issues including absence, retention and organisational change across the Trust.
 - Undertake specific HR projects and provide effective project planning supporting the HR strategy and continually add value.
 - Support the HR Leads with creating and maintaining effective working relationships with Trade Unions and Professional Associations through effective and productive consultation processes.
 - Keep an up-to-date professional development and knowledge to ensure the latest law, guidance and practice is implemented for current policy and practice.
 - Undertake any other duties as directed including working at different locations in order to provide business continuity and to enable the HR team as a whole to fulfil Trust needs.
 - Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with
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the post holder.

General

- To act with integrity, honesty and professional competence and understand the importance of confidentiality.
- To have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
- Carry out your duties with due regard to current and future Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Academy communications.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act
- Demonstrate day to day commitment to the Trust's core values of community and mission statement
- Carry out such reasonable additional duties as may from time to time as determined by or on behalf of the Trust Board.

PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	To hold or be significantly working towards completion of CIPD qualification (level 5) or able to demonstrate equivalent experience	E
	Up to date knowledge of employment law	E
	Knowledge of terms and conditions relating to Teachers and Support Staff in schools	D
Relevant Experience	Proven experience of working at an HR Officer/Advisor level, preferably across multiple sites with the ability to build relationships and influence people	E
	Experience of carrying out and leading on a variety of HR meetings including disciplinaries and absence management	E
	Proven ability to interpret and provide advice to managers on a diverse range of HR issues including employment law and conditions of service	E
	Experience of delivering operational requirements in a unionised environment	D
	Experience of working in a highly regulated environment	D
	Experience of providing HR in an educational setting	D
	Experience of salary, benefit and pension calculations in a school/Academy setting	D

	Understanding of best practice with regard to safeguarding, child protection, safer recruitment and safeguarding policies and procedures	D
Aptitudes, skills and competencies	Demonstrate enthusiasm for, and commitment to, the role; showing reliability, integrity and passion	E
	Excellent written and verbal communication skills	E
	Ability to work within relevant policies, legislation and codes of practice	E
	Ability to engage and motivate and relate to staff in a happy and supportive working environment, to achieve the highest standards in all aspects of school/Trust life	E
	A solution-based and collaborative approach to problem solving	E
	The ability to develop, maintain and use an effective network of HR and school contacts	E
	Ability to work calmly and effectively under pressure, prioritise workload and consistently meet deadlines	E
	Be able to develop and maintain effective professional relationships with all members of the school community and outside agencies	E
	Be approachable, accessible and flexible	E
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	E
	Computer literate, with a working knowledge of MS, Word and Excel	E
Any Additional Factors	Act as a role model and represent the Trust professionally, but internally and externally	E
	Commitment to ongoing personal training and development	E
	Knowledge of equality of opportunity issues and how they can be addressed in the Trust	E
	Full driving licence with business insurance	D
	Willingness and ability to travel within the Trust in a cost and time effective manner	E
	Willingness to work outside of normal Trust hours on occasion	E
	Willingness to undertake an Enhanced Disclosure and Barring Service check, pre-employment and annually. Please note a conviction may not exclude candidates from employment, but will be considered as part of the selection process.	E

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening



appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available via our website: www.eat.co.uk

