



BRIGSHAW
LEARNING PARTNERSHIP

Trust HR Advisor

Applicant Brief: June 2024

Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of **Trust HR Advisor**. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. Between 80% and 90% of children join our high school from one of our Trust primary schools each year. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high-quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all students.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high-quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that students, staff and our schools themselves must strive for continual improvement, each and every day. Our people are our greatest resource and we will only be able to deliver on our mission by attracting, developing and retaining the very best.

Our work is underpinned by our core values of Equality, Integrity and Resilience. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day.

We firmly believe in the value of scholarship, and aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

- Please complete the online application form that can be found on the Brigshaw Learning Partnership website www.brigshawlearningpartnership.com/job-vacancies
- Further information can be found on our Trust website www.brigshawlearningpartnership.com. Should you require any further information or to book a visit, please give us a call and we'd be happy to arrange this.
- I would draw your attention to the sheet within the pack which outlines the requirements of the Asylum and Immigration Act 1996 and the relevant document required, if you are invited for an interview.
- The closing date for applications is **Sunday, 30th June 2024 at 23:59** and interviews will be held on a date to be confirmed.

I look forward to receiving your application if you decide to apply.

Mr Aidan Sadgrove

CEO



The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity.

In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio-economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Aspirational Culture:** love, structure and high expectations for all
- **Building great teachers:** high impact school improvement, CPD and instructional coaching
- **Powerful cradle to career curriculum:** knowledge rich, raises aspirations and builds cultural capital
- **Highly effective support systems:** allow school leaders to focus on improving the quality of education and culture in their schools



Our schools

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary students attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an ‘exciting’ future, but in the case of the BLP it has never been clearer.



The Opportunity

This post is being advertised at an exciting time, as we grow our in-house HR team to support our schools in East Leeds. We are seeking to appoint a CIPD qualified (or equivalent), highly motivated, experienced and skilled HR professional to support our responsive and professional HR function.

The role will include the full portfolio of professional HR services to help drive school improvement and culture change through 'high challenge, high support' across the full employee life-cycle. This will involve supporting the Trust HR Manager on-site to ensure excellent HR practice within the high school, and proactively working with senior leadership teams across six primary schools to upskill Headteachers and line managers in HR management practice.

This is an exciting opportunity to help shape and drive the Trust's strategic objective to develop and care for people in our Trust. Ideally, you will have experience of supporting a proactive and consistent HR service, preferably in the education field, be hands on and have a clear impact on staff wellbeing, absence management and engagement / retention outcomes, being involved in employee relations cases and trade union relations, and supporting organisational development.

Part of our commitment is to deliver outstanding central services that allow school leaders to focus on their core educational purpose of achieving the best possible outcomes for pupils and the successful candidate will continue to support the development the HR service that is underpinned by evaluation, reflective practice and a desire to continually improve through embracing new developments to enhance the effectiveness of the workforce.

The post holder can expect a high degree of support from executive leaders, leadership teams, school staff and the Trust team who provide support for school improvement, governance, GDPR, IT, curriculum development, inclusion, safeguarding, HR and school operations including finance and estates. The Trust plays an integral part in school development and operation.

Occasional travel to our schools will be required, therefore own transport is desirable. The salary details are for full-time, 37 hours, term time only plus 20 days, however, if you are interested in working part-time, please get in touch and we are happy to explore this with you.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. For all positions within the Trust you are required to complete a Disclosure Barring Service (DBS) Enhanced check prior to appointment.



Job Description

POST TITLE	Trust HR Advisor
SALARY	S01/S02 (depending on experience) FTE £32,076 - £36,648 Pro-rata £29,841.14 - £34,866.91
ACCOUNTABLE TO	Trust HR Manager
HOURS OF WORK	37 hours per week, term time only plus 20 days
LOCATION	Flexible, required to work at all schools across the Trust

Core Purpose of the Post

To support the Trust's responsive and professional HR function. The postholder will support senior leaders and line managers in motivating and engaging the workforce, driving organisation performance, ensuring staff are treated fairly and consistently, whilst recognising that each individual is unique. The role will provide support through the full employee life cycle having a clear impact on recruitment, retention, job design and evaluation, staff wellbeing and professional development. The postholder will undertake absence management meetings to support engagement and retention outcomes, and be involved in employee relations cases, trade union relations and supporting organisational development. The role will also include management of HR at Brigshaw High School.

Main Duties and Responsibilities:

- Advise and support managers on the recruitment process, including developing appropriate recruitment and selection paperwork and tools, job descriptions and person specifications, providing candidates with a professional, transparent recruitment and selection experience.
- Interpret and advise management and employees on pay and conditions.
- Provide advice and guidance on the interpretation and application of the Trust's policies and procedures, and terms and conditions, ensuring a fair and consistent approach.
- Provide one-to-one coaching/advisory support to managers in relation to disciplinary, grievance, sickness absence management, performance, capability and other employee relations matters, including attendance at meetings as required.
- Provide advice, support, guidance and direction to achieve a successful resolution of employee cases in line with the Trust's procedures and legislative requirements.
- Exercise considerable initiative and professional judgement in the development and implementation of employment policies, practices, ensuring that they reflect best practice, legislative requirements and promote diversity, equality and inclusion.
- Manage and maintain the School Central Record and safeguarding protocols, such as DBS, inductions, visitor protocols and secondments.
- Monitor academy/Trust attendance data and trigger points to determine appropriate actions in relation to individual cases; to liaise with managers to support follow up actions in relation to attendance management.
- Provide regular staffing data to managers, interpreting and identifying trends and developing associated action plans.
- Ensure the accurate reporting and escalation of any significant issues or risks to the Trust.



- Develop and maintain effective and professional working relationships with Trade Union Officials within the Trust, as part of effective management of individual cases.
- Contribute to continuous review and improvement activities to ensure that HR processes and policies are fit for purpose continue to work efficiently.
- Work with senior leaders and the Trust team on future developments, ensuring that the workforce is agile and adaptable, enabling the organisation to prepare for and respond to change quickly, confidently and effectively.
- Lead and contribute to ad-hoc project work.
- Attend and contribute to external networks and continue to keep up-to-date with employment law and best practice.
- Attend meetings/training and carry out administrative tasks and duties as required.
- Participate effectively in the implementation of the Trust's strategic plan and growth.
- Carry out any other reasonable duties as requested by the Executive Team.

Other

- To lead on the development of Trust wide projects as required.
- To contribute to the Trust strategic risk register.
- Respond appropriately to emergencies or urgent issues and manage their consequences.
- To have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- To communicate and work closely with a range of stakeholders internally and externally to the organisation.

Please note, that whilst the successful candidate will be based at Brigshaw High School in the main, the nature of the role will require regular travel to the Trust's schools, which could involve being situated at any of the Trust schools for a period, if the situation arises.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level

Closing Date: Sunday, 30th June 2024 at 23:59

Interview Date: To be confirmed



Person Specification

	Essential Attributes	Desirable Attributes
Qualifications	<p>5 GCSEs (A-C) including English and Maths.</p> <p>Willingness to obtain other qualifications relevant to HR or improve the level of qualifications and knowledge available to support the work of the Trust.</p> <p>CIPD qualified (or equivalent) or working towards it.</p>	<p>Degree or equivalent professional qualification in an appropriate discipline or appropriate work experience.</p> <p>Chartered Institute of Personnel and Development (CIPD) Level 7 qualified.</p> <p>Chartered Member of the CIPD.</p>
Experience	<p>Proven track record of operational HR management.</p> <p>Ability to confidently support TUPE situations taking into account legal implications.</p> <p>Familiarity with best practice change management, restructuring and redundancy processes and experience in coaching managers through this and leading where necessary.</p> <p>Experience of working with Trade Unions.</p> <p>A confident user of Microsoft Office and experience of HR management information systems.</p> <p>Experience of successfully line managing staff.</p> <p>Knowledge of statutory requirements and legislation relating to employment law.</p> <p>Knowledge of payroll provision and pension schemes.</p> <p>Full working knowledge of relevant HR policies, procedures.</p>	<p>Collaborative working in a large, multi-site organisation would be beneficial.</p> <p>Experience of HR in an education setting.</p> <p>Knowledge of School Teachers Pay and Conditions and the Green Book.</p>
Training	<p>Recognised training in workplace HR issues (e.g. appraisal).</p>	<p>Awareness of requirements for Academy Trusts.</p>



	<p>Recognised training or qualifications in relation to HR legislation e.g. Equality Act, Employee Relations Act, TUPE regulations and similar.</p> <p>Evidence of continued and up to date professional development.</p>	
<p>Knowledge, Skills and Ability</p>	<p>Be up to date with current practice relevant to the role.</p> <p>To work constructively as a part of a team, or individually, understanding school roles and responsibilities and the post holder's position within these.</p> <p>Exceptional administrative, IT and communication skills and a positive, versatile approach to work with exceptional attention to detail.</p> <p>Ability to interpret information and to devise policy/practices.</p> <p>The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.</p> <p>Ability to maintain strictest confidentiality and integrity at all times.</p> <p>Ability to organise and motivate other staff.</p> <p>Ability to liaise with all stakeholders in a professional manner.</p> <p>Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.</p> <p>Ability to plan and develop systems.</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</p> <p>Able to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	



Personal Circumstances	<p>Must have the ability to be flexible and work to the requirements of the Trust. A willingness to travel between sites. A valid full driving-licence and access to a motor vehicle is therefore beneficial.</p>	
Disposition and Attitude	<p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for professional development.</p>	
Personal Qualities	<p>Excellent attendance and punctuality. Ability to use personal judgement. Ability to use your own initiative.</p> <p>Excellent personal organisation, commitment and self-motivation. Honest, reliable and trustworthy.</p> <p>Flexible approach to work, willing to commit to additional hours if required.</p> <p>Ability to be sensitive to the needs of others.</p> <p>A sense of humour, warmth, energy, stamina and resilience.</p> <p>Willingness to reflect upon his/her experiences in a critical and constructive manner.</p> <p>High standards of professional behaviour.</p>	

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL BRIGSHAW LEARNING PARTNERSHIP POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference.



Requirements of The Asylum and Immigration Act 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

The documents that you may use are listed below:

- United Kingdom passport
- European Economic Area passport
- National Identity Card
- United Kingdom residence permit

OR

An official document with a National Insurance Number

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland
- A letter from the Home Office
- An Immigration Status document endorsed by the Home Office

The original document will be returned to you as soon as it has been photocopied.



Application Process and Safeguarding Requirements

Making an Application	Interview and Selection Process
<p>Application form</p> <p>If you wish to be considered for this post, please complete the online application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed, etc). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p>	<p>Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <p>Induction and Continuous Professional Development</p> <p>The Trust is committed to ensuring your well-being and continuous professional development in this role. On appointment, the Line Manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the Trust, local practices, policies and expectations.</p> <p>You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.</p>



Pre-employment checks	School Policies
<p>References</p> <p>If you are short-listed, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment with the Trust is subject to an enhanced check with the children’s barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Prohibition checks (Teaching posts only)</p> <p>Prior to confirming an offer of employment, the Trust is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.</p>	<p>Child Protection</p> <p>This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistleblowing</p> <p>We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.</p> <p>The BLP regard everyone working for the Trust as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone has an absolute duty to promote and safeguard the welfare of children.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available from the Trust.</p>



Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.



The Brighshaw Learning Partnership Schools Map

-  Kippax Ash Tree Primary School
-  Kippax North Primary School
-  Kippax Greenfield Primary School
-  Allerton Bywater Primary School
-  Swillington Primary School
-  Methley Primary School
-  Brighshaw High School

