



# Astrea Academy Trust

INSPIRING BEYOND MEASURE

**HR Advisor**

**CANDIDATE PACK**

**SCHOLARSHIP**

**TENACITY**

**CURIOSITY**

**RESPONSIBILITY**

**RESPECT**

## Job Description

**JOB TITLE:** HR Advisor

**REPORTING TO:** HR Manager

**SALARY RANGE:** £36,343 – 40,630 per annum

**CONTRACT TYPE:** Permanent

**LOCATION:** Sheffield (Supporting South Yorkshire schools)

**WORKING PATTERN:** 37.5 hours, 52 weeks, flexible working hours

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## Purpose

The postholder will be responsible for enabling business delivery and providing specialist coaching, support and advice to line managers and Principals across their allocated academies; supporting them to deliver effective people plans in line with Astrea People Strategy and local Academy objectives.

This role forms part of an outcome focused and proactive HR Advisory Service, using data and analytics to drive advice and activity. The postholder will offer pragmatic and creative solutions / recommendations in accordance with best practice; current and proposed employment legislation; and local arrangements.

## Main Duties and Responsibilities

- Supports delivery of the HR People Strategy and HR Advisory Service;
- Contributes to the continuous improvement of HR systems, practices and SLAs;
- Supports the development and implementation of HR policies and processes;
- Implements HR plans and strategies;
- Delivers practical advice; training; and coaching to line managers on all aspects of people management; policy launches; system initiatives and applicable changes to employment legislation;
- Contributes to the development and maintenance of practical toolkits for management teams to access;
- Helps embed a continuous learning and performance management culture within own client area, driving school improvement through supporting the development of clear objectives linked to the Trust Strategy and Academy objectives;
- Works with own client area to identify individual / collective learning and development needs, feeding these back to help shape the strategic learning and development offer;
- Supports and implements HR Project initiatives across the Trust;
- Attends regular meetings with Principals and school Business Managers to discuss Academy objectives and challenges, procuring / providing the applicable HR support to enable or mitigate these;
- Actively manages and uses HR dashboard and management information to drive engagement with Principals and Business Managers;
- Provides guidance and input into workforce planning and reorganisations;
- Ensures consistency and, where applicable, compliance in all areas of people policy, process and management throughout own client base;
- Proactively gains key client feedback to assist with ongoing growth and improvement of the HR Advisory Service

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## Skills and Capabilities

### Essential

- Ability to build relationships with stakeholders and influence at all levels;
- Proven experience working in a complex, unionised environment, providing advice and support to middle and senior managers;
- Experience of advising on complex Employee Relations issues;
- Up to date knowledge of Employment Law and Best Practice;
- Proven experience in developing, implementing and applying HR policies and procedures;
- Excellent interpersonal skills, with the ability to communicate effectively at all levels;
- Ability to manage a varied workload and prioritise accordingly

### Desirable

- Experience delivering HR projects
- Experience delivering formal coaching and training

## Qualifications

### Essential

- Level 5 CIPD qualified (or equivalent experience);
- Evidence of continued professional development;

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## About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

### Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

### Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

### A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*

For more information on Astrea Careers and the Astrea Talent Programme please visit our website

[Astrea Talent programme - Astrea Academy Trust](#)

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