



Inspire Education Trust

Together we achieve, individually we grow

HR Business Partner

Coventry and Warwickshire

Candidate Information Pack



Our Vision

To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported and developed. Together, we will live life in all its fullness.

Welcome



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO.



We are excited to be recruiting to this new position in the HR team as the Trust expands with the growth of 2 new schools in January 2024. Our HR team comprises of internal staff and external contractors whose work underpins our Trust people strategy and vision to become the employer of choice.

We have centralised much of the transactional HR, payroll and recruitment processes in our organisation, whilst ensuring that our schools have local control of key processes where it is practicable and right that they do so. More recently, we have implemented a Trust wide HR system which has modernised our HR operations.

We pride ourselves on being a people-centric HR function and as such, the HR Business Partner will be required to travel to our schools and central office in Coventry and surrounding areas (Warwickshire). It is important that you can develop relationships with a range of stakeholders quickly, and of course possess a strong knowledge of HR and employment regulations.

Experience in the sector would be helpful, but it is not essential. What is more important is that your values align to ours, and you are an individual who is looking for a busy yet rewarding role where you can make an impact on the working lives of our colleagues and in turn, benefit the pupils of Coventry and Warwickshire.

If you are a HR professional seeking a new challenge and your values align to ours, I encourage you to read on and apply!

Josh Smith - Head of HR.

About the role

Post Title	HR Business Partner
Salary Range	£42,203 - £49,498 per annum (Grade 8)
Reporting to	Head of HR
Status	Permanent. Full-time. All-year-round.
Flexibility	Hybrid working and flexible working hours available.

Main Duties and Responsibilities:

- Support the Head of HR with the development and delivery of the Trust's people strategy and deliver on agreed workforce initiatives such as talent management, succession planning, staff wellbeing, performance management, reward management, workforce training & development and diversity & inclusion.
- Adopting a values-led approach, ensure that all aspects of the employee life-cycle, from recruitment to retirement, are conducive to our vision to be the employer of choice.
- Work closely with key stakeholders including academy leaders and line managers, contributing HR expertise in the development and implementation of people strategies, policies and practices.
- Ensure working practices in our schools are compliant with employment legislation, identifying and managing any risk; escalating to the Head of HR where appropriate.
- Provide expert advice and guidance to school leaders and line managers on a range of HR matters.

Employee Relations and Casework:

- Ensure a proactive approach towards resolution of casework and provision of high-quality advice to line managers with cases such as disciplinary, capability, grievance, dignity at work and sickness absence issues, championing informal and early resolution wherever possible.
- Attending formal hearings and panels where necessary and supporting managers, governors and directors with their roles and obligations.
- Under the direction of the Head of HR, lead change management programmes and initiatives including restructures and TUPE, ensuring legal obligations are met and activities meet the needs of the organisation.
- Support the Head of HR with the development of HR policies, procedures, guidance, letter templates, and management toolkits for adoption across all academies.
- Work with trade unions and employee representatives where appropriate to ensure harmonious and effective working relations.
- Support leaders with their capability and capacity to manage HR issues effectively at an academy level.

Onboarding, Induction, Recruitment and Selection:

- Ensure that onboarding and induction activities are effective, robust and reflect the vision and values of the trust and its academies.
- Support academies with their compliance of safer recruitment checks including Enhanced DBS, barring and vetting checks in line with current guidance (KCSIE).
- Manage recruitment campaigns ensuring all policies and procedures are adhered to and best practice is followed by line managers in all aspects of recruitment and selection.
- Ensure principles of safer recruitment are embedded throughout the recruitment process.
- Ensure systems are in place to monitor probationary periods for support staff and ensure that probationary reviews are carried out and support is identified and offered quickly where required.

Human Resources Data and Administration:

- Develop statistical data to provide performance indicators in relation to absence data, retention data, recruitment data in order to minimise detrimental impact on students and outcomes; improve value for money; staff retention and staff wellbeing.
- Monitor and report on HR metrics, providing data-driven insights to inform decision-making and improve HR processes.

Other Responsibilities:

- Participate in professional development opportunities with a willingness to develop additional skills and expertise.
- Keep up to date with current educational developments and remain abreast with changes to employment law and contemporary HR developments.
- Contribute to the overall ethos and aims of the Trust.
- Promote and prioritise the safeguarding of all pupils and students.
- Undertake any other duties and any reasonable instructions as requested by the Head of HR.

Review

It is the practice of the trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

About Inspire Education Trust

Inspire Education Trust is a Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each individual child and student understands what they are capable of, what talents they have, and strives for excellence in themselves in order to succeed in the next stage of their education and the world of work.

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 6 schools (8 schools from January 2024): -

Walsgrave Church of England Academy, Walsgrave, Coventry (2015)

Clifford Bridge Academy, Binley, Coventry (2015)

Whittle Academy, Walsgrave, Coventry (2015)

Hearsall Community Academy, Earlsdon, Coventry (2017)

Stockingford Academy, Nuneaton, Warwickshire (2019)

Blue Coat Church of England School & Music College, Stoke, Coventry (2020)

Frederick Bird Primary School, Hillfields, Coventry (From January 2024)

Arley Primary School, New Arley, Warwickshire (From January 2024)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools

“Together we achieve, individually we grow”



Blue Coat
Church of England School
& Music College



Clifford Bridge
Academy



Hearsall
Community Academy



Stockingford
Academy



Walsgrave
Church of England Academy



Whittle
Academy

Key facts at a glance

- 5 Primary & 1 Secondary
- Mixed MAT – 2 Church of England schools
- Pupils – 3,800
- Staff – 550
- Operating over 2 Local Authorities

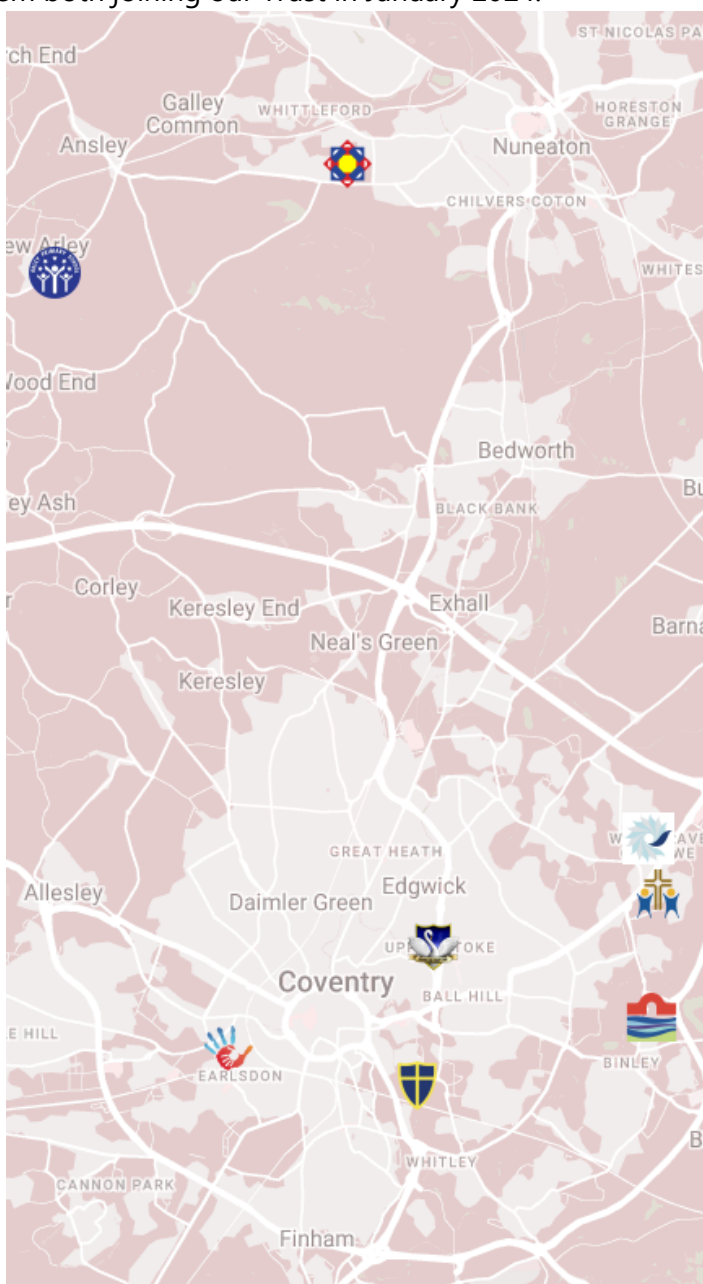
Currently, we are working with Arley Primary School and Frederick Bird Primary Schools and are very much looking forward to them both joining our Trust in January 2024.

The mission statement for our Trust is "Together we achieve, individually we grow". We aim to ensure that our academies will provide an environment which is welcoming, caring and purposeful, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a Board of Directors and Members who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have strong links with the Coventry Diocesan Board of Education reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all of the schools and we have numerous opportunities for joint training days and shared professional development for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently. We firmly believe that "Expectations Shape Outcomes" and we expect the very best for all members of our school's communities.



Our Vision

To be the educator and employer of choice, with a first class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported and developed. Together, we will live life in all its fullness.

This Vision sets the aspiration for everything we do

For Our Pupils and Students

- ✓ where all Pupils are **valued, respected** and **experience success**
- ✓ where **who they are** matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, **both academically and socially**
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where **learning is fun**
- ✓ where they experience **care with high expectations**

For Our Staff

an organisation:

- ✓ which prides itself in high quality **CPD**
- ✓ where staff receive every support to be the **best they can be**
- ✓ where we endeavour to **promote** from **within**, with cross MAT appointments
- ✓ where we try to support staff in achieving a **work life balance**
- ✓ where all staff are **valued, respected** and can **experience success**
- ✓ where people feel **supported** and **want to work**
- ✓ where they experience **care with high expectations**

For Our Parents and Communities

schools where:

- ✓ they are made to feel **welcome**
- ✓ their **ideas** are valued
- ✓ we work in **partnership**
- ✓ they are involved in their children's education
- ✓ where they receive **care with high expectations**

All our academies have their own distinctive vision celebrating the communities they serve.

Clifford Bridge Academy	Hearsall Community Academy	Stockingford Academy	Walsgrave C of E Academy	Whittle Academy	Blue Coat C of E School & Music College
					
'See You at The Top'	'Reach your true potential'	'Nurturing Hearts, Inspiring Minds, Shaping Futures'	'Together We Thrive'	'Soaring Beyond What We Imagine Possible'	'Living Life in all its Fullness'

Our Values

Our values drive our behaviours, decision making and ambitions:

Inclusive: We celebrate diversity and difference. All are valued as members of our community knowing they belong.

Nurture: We promote positive wellbeing so all feel safe, cared for and enabled to thrive.

Servanthood: We considerably put the needs of others before our own, recognising that in serving each other we serve all.

Partnership: We work collaboratively, recognising we achieve more together than on our own.

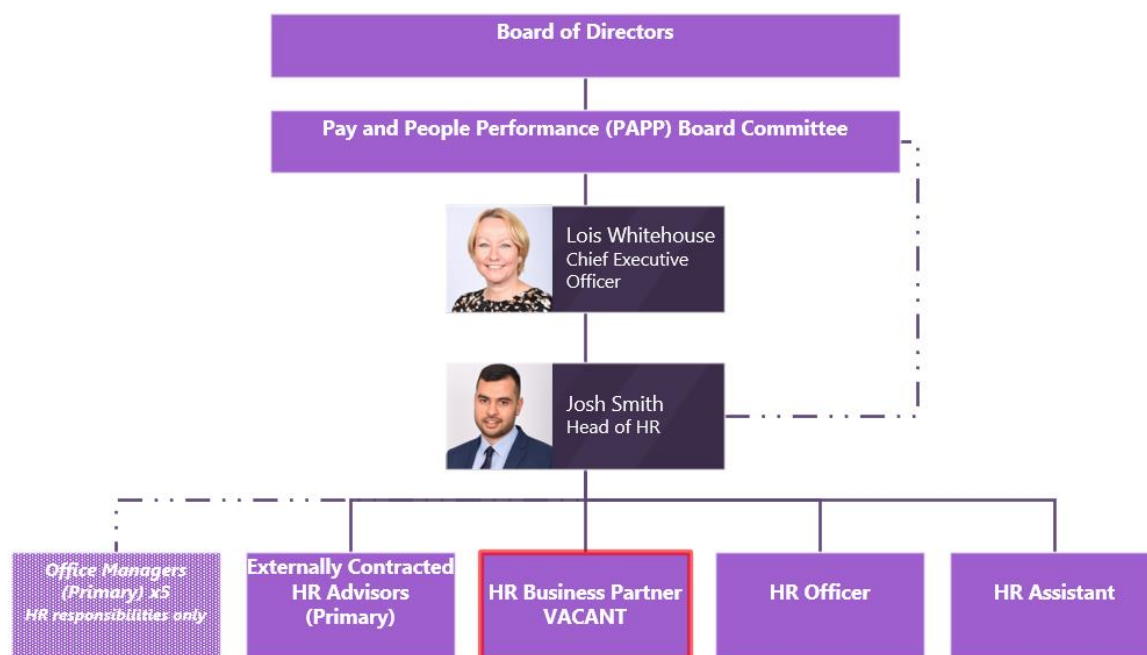
Integrity: We are open, honest and have strong moral principles which we use to guide us.

Respect: We show care, consideration and courtesy for ourselves and all around us.

Excellence: We always strive to be better in order to become first class in all we do

Human Resources at Inspire Education Trust

Illustrated below is our organisation structure and accountability framework for Human Resources at Inspire Education Trust. The HR Business Partner is a new post in the HR structure and will undertake a key role in developing our HR services through the delivery of our people strategy.



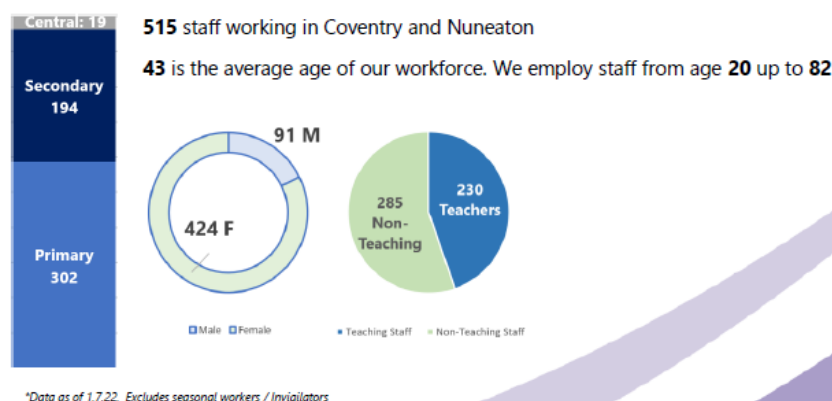
People Strategy

Aspects of our Trust vision will be achieved through our Inspire Education Trust People Strategy. This outlines how we will maximise the potential of our people and build long term capacity for growth. We need to ensure our people work in flourishing schools, and will thrive as individuals, being engaged, healthy, developed and appropriately rewarded by the Trust.

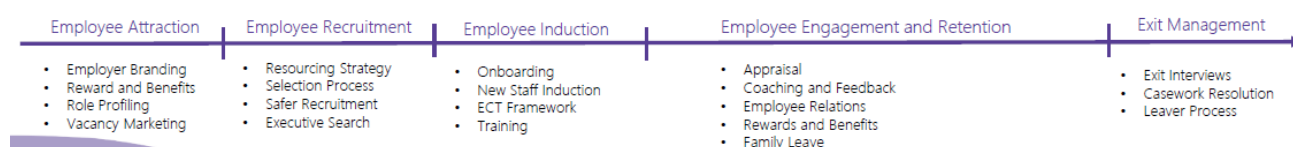
Our 5 People Strategy Priorities:

- 1 A continuing focus on staff **Health, Wellbeing and Resilience**
- 2 A compelling **Talent** and **Workforce Development Strategy**
- 3 A comprehensive programme of engaging **Benefits and Rewards**
- 4 An **Inclusive culture** developed by our Trust equality objectives and staff network groups
- 5 An **Outstanding HR Service** through our Trust shared services model

Our workforce in numbers



The employee experience timeline



Why work for us?



Inspire Education Trust
Together we achieve, individually we grow

STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Opportunities for staff to get involved in sport and physical activity



An annual flu jab for all staff available upon request each winter



Opportunities for career development always considered



Calendars regularly reviewed with staff workload in mind



Measured approach to lesson drop-ins



No student or class data collected for data's sake



Staff marking & workload group to guide and develop policy



Prayer and worship time across our CofE schools



Communications protocol which promotes a healthy work life balance



8 free external counselling sessions for all staff



Cycle to Work Scheme



PPA time designed to promote a healthy work life balance wherever possible



Approachable Senior Leadership teams



Dedicated classroom wherever possible for all teaching staff



Staff social events (e.g staff quiz)



Free Wellbeing App Subscription



Staff wellbeing champion network of support



Time off for Christmas shopping



EAP (Employee Assistance Programme) – Health Assured



Staff wellbeing integral to the appraisal process

Person Specification – HR Business Partner

		Essential	Desirable
Education and Qualifications	CIPD Level 5 Diploma in People Management or commensurate experience	✓	
	Degree level or higher qualification (or commensurate experience) in Human Resources Management or a related field such as; Business Management, Organisational Development and Psychology or Employment Law.		✓
	CIPD Level 7 Advanced Diploma in Strategic People Management		✓
Experience	Extensive experience in either a HR advisory or business partner role, preferably within the education sector or a similarly complex organisation	✓	
	Developing and implementing HR policies and programmes.	✓	
	Successfully concluding complex casework including sickness absence management, disciplinary, capability, grievance, dismissal, pay appeals, early conciliation and employment tribunals.	✓	
	Experience of managing payroll or pension provisions for a complex multi-site organisation		✓
	Researching, writing and providing briefing papers and reports		✓
	Managing a team		✓
	Leading, planning and implementing change, including formal processes (TUPE, restructures etc.)		✓
	Supporting and advising employment tribunal processes		✓
	Managing HR, recruitment and payroll information systems		✓
	Working within a unionised environment		✓
Skills and Knowledge	Ability to interpret guidance and statute and to assist with the development of policy/practice in the light of these.	✓	
	Strong knowledge of UK employment law	✓	
	Expertise in employee relations, recruitment, talent management and organisational development.	✓	
	Good understanding of common Microsoft packages and is able to best determine the software needed for the task (e.g. word, excel etc.)	✓	
	Excellent communication skills, tactful and relates well with others	✓	
	Ability to persuade, motivate, negotiate and influence	✓	
	Able to work across a network of leaders at all levels		✓
	Working knowledge of multi-academy trust employment procedures and statutory obligations		✓
	Employer requirements of the Teachers' pension scheme		✓
	Employer requirements of the local government pension schemes		✓
Leadership Qualities	Resilient. Able to remain tenacious and focused when faced by increasingly challenging circumstances	✓	
	Cultivates high expectations and standards for them self and others	✓	

	Leads in a way which empowers others. Facilitates others' contributions through nurturing talent and capability.	✓	
	Leads inclusively, taking responsibility for diversity, equity and inclusion.	✓	
	Ability to remain calm under pressure and in stressful situations	✓	
	Emotionally intelligent; approachable with an acute awareness of their behaviours and the impact this has on others	✓	
	Acts with integrity, honesty, transparency and principle.	✓	
	Able to build a culture of cooperation and achievement through team working	✓	
Personal Qualities	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Committed to making children feel happy, safe and secure	✓	
	Results driven and constantly looking for ways to improve the organisation and the trust move forward with its priorities	✓	
	Able to constantly find new ways to improve their work output by diligently managing their time and utilising new methods for organising and prioritising their work	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children	✓	
	Awareness of the key safeguarding processes in a school / trust		✓
	Understanding of the requirements of Keeping Children Safe in Education		✓
Wellbeing and Development	Willing to participate in further appropriate professional development	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	

Making an application

Applications for this post will only be accepted using the electronic application form on the Tes website.

The closing date for applications is midday on **Wednesday 6th December 2023**.

Interested candidates are encouraged to contact Kelly Tuck Kelly.tuck@ietrust.org to arrange an initial conversation with our Head of HR.

Shortlisting will take place on Thursday 7th December and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on **Wednesday 13th December 2023**.

If you have any questions relating to the application process, please do let us know by contacting Kelly.tuck@ietrust.org 07483 345 718 or 02476 223 542 ext. 1180

We look forward to hearing from you.

Recruitment Privacy Notice Inspire Education Trust



Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us with in this form is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contacts details (phone number, email, address)
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on this application form and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>.

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.