

Recruitment Pack

HR Advisor



Welcome

Thank you for your interest in the role of HR Advisor at West Lea School.

We are looking for a dynamic people professional, who is experienced in employee relations, engagement and with a passion for developing others.

Whilst experience in a similar role in a school setting is desirable, it isn't essential. We welcome applications from people with a wide range of backgrounds and we're looking for someone who shares our values and beliefs.

Having the right attitude is important. You'll be just as happy being strategic as you are rolling up your sleeves and being hands on.

Don't be put off from applying if you have specialist skills in some areas but not in others. We are committed to personal and professional development.

As you'd expect, we're an inclusive employer and are committed to equal opportunities.

This is a full-time permanent position, **paying £39,951 - £42,840 (PO1)**

We want you to feel confident in applying and hope this pack will help you to decide whether this role is right for you.

We'll gladly answer any questions you have and, if you'd like to see us in action, we would love to show you around. To apply, please visit our website www.westleaschool.co.uk and click on vacancies. **The deadline for applications is Wednesday 26th June 2024** with interviews being held week commencing 1st July 2024.

We're committed to safeguarding and promoting the welfare of children and young people. All our employees are subject to full Disclosure and Barring Service (DBS) checks, and we need proof of ID, medical clearance and right to work in the UK.

If you require the pack in a different format or there's anything we can do to help, please email people.team@westleaschool.co.uk.

We look forward to hearing from you and wish you luck.

Please visit our website and the websites of our partner charity and trust, which will give you a further feel for who we are and what we do.

www.westleaschool.co.uk

www.learningforlifecharity.co.uk

www.enterprisecooperativetrust.org.uk

Key facts about our school

Based in the borough of Enfield, West Lea is a school that provides education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25.

We pride ourselves on creating an inclusive environment where everyone feels welcome. Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve nearly 450 learners and are home to 220 employees.

A strong community that works together with the common goal of helping each other to flourish, our learners leave equipped with a 'suitcase of skills' that help them to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

- Our origins are humble. We opened in 1938 as an open-air school for 'delicate' children
- Our modern-day growth journey began in 2014, starting with 80 learners on a single site
- We now cater for students with a range of complex special educational needs and disabilities
- We've grown rapidly in response to increased demand across the borough of Enfield
- Our four campuses serve nearly 450 learners aged 4 to 19 and 25 learners aged 19 to 25
- Throughout their journey, learners develop vital life skills as well as achieve academically
- We actively prepare learners for adulthood, further education and the workplace
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 bridging programme that enables learners to go to a local college
- Our Travel Training Programme enables many learners to travel confidently and independently
- Learners gain work experience with local employers and through our partnership with the Learning for Life Charity (LFLC)
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work
- 80% of our interns get jobs and 90% retain them
- We're a founder member of the Enterprise Cooperative Trust in Enfield borough

Our why, what and how

In September 2021, we developed our strategic framework. It's a simple picture of a school with a roof, four pillars and foundations.

Our strategic framework describes why we exist, what we're here to do and how we're going to do it. It's a roadmap that helps us to make the right decisions.

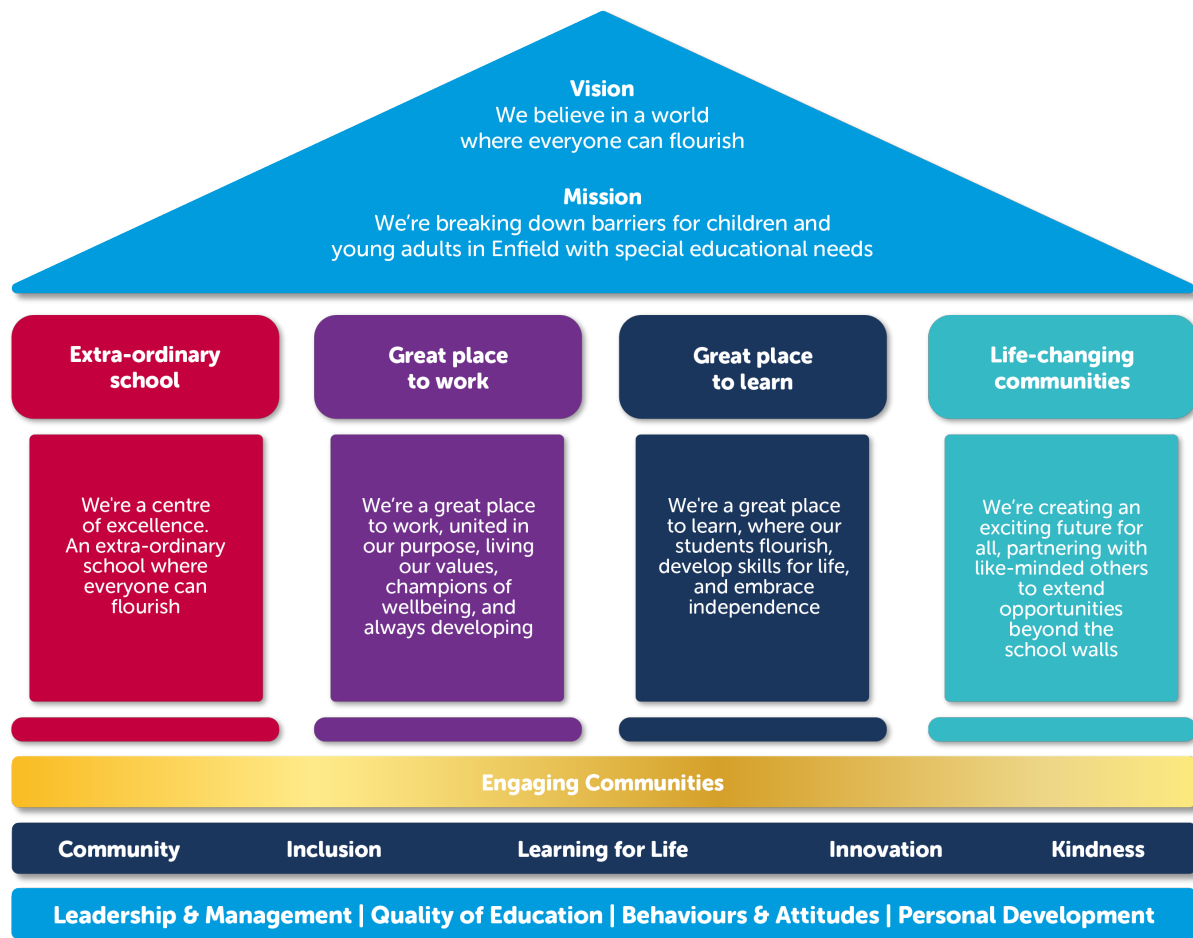
It's a useful model that sets out our long-term, high-level school development plan on a page, which we'll be working on for many years to come.

Our vision, mission and values guide, inspire and unite us. Our vision sits at the top and explains the world we believe in; a world where everyone can flourish.

Our mission sits directly beneath it and describes what all West Lea employees are committed to doing every day, which is breaking down barriers for the learners in our care.

The average person spends 99,117 hours of their life at work (Gallup, 2022). We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what West Lea is all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

OUR VISION

We believe in a world where everyone can flourish.

OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

OUR VALUES

Learning for Life

Helping learners succeed beyond the classroom, both now and in the future. Equipping them to overcome challenges and embrace opportunities by developing skills, confidence and independence. Preparing them for adulthood, further education and the workplace.

Community

Creating a united and supportive environment where we're one big family working together so everyone can flourish. Reaching into the local community to provide opportunities for learners beyond the school gates.

Inclusion

Creating a place where everyone is welcome, where no one feels isolated or alone and opportunities are open to all. Teaching, inspiring and supporting learners to play an active role in home, school and community life.

Innovation

Helping learners to reach for the stars, overcome challenges and break down barriers. Ensuring educators, employers, parents and carers think differently, positively and creatively to see beyond the present and embrace new possibilities.

Kindness

Making kindness our default setting, recognising its power to boost someone's day or change their life. Encouraging learners to be kind and compassionate to themselves and others in a world that may otherwise judge and exclude.

Beyond the classroom

West Lea is an outward looking and 'extra' ordinary school.

We actively look to learn from and partner with likeminded people and organisations both across and beyond the Enfield borough, recognising that this will help us to realise our vision of a world where everyone can flourish and our ambition of creating life-changing opportunities for our learners and their families.

Whilst our curriculum is broad and aspirational, we want to do more to break down barriers by extending our reach beyond the traditional classroom. This ambition led to the birth of the Enterprise Cooperative Trust (ECT) and the Learning for Life Charity (LFLC), which are important partners to the school.

THE ENTERPRISE COOPERATIVE TRUST (ECT)

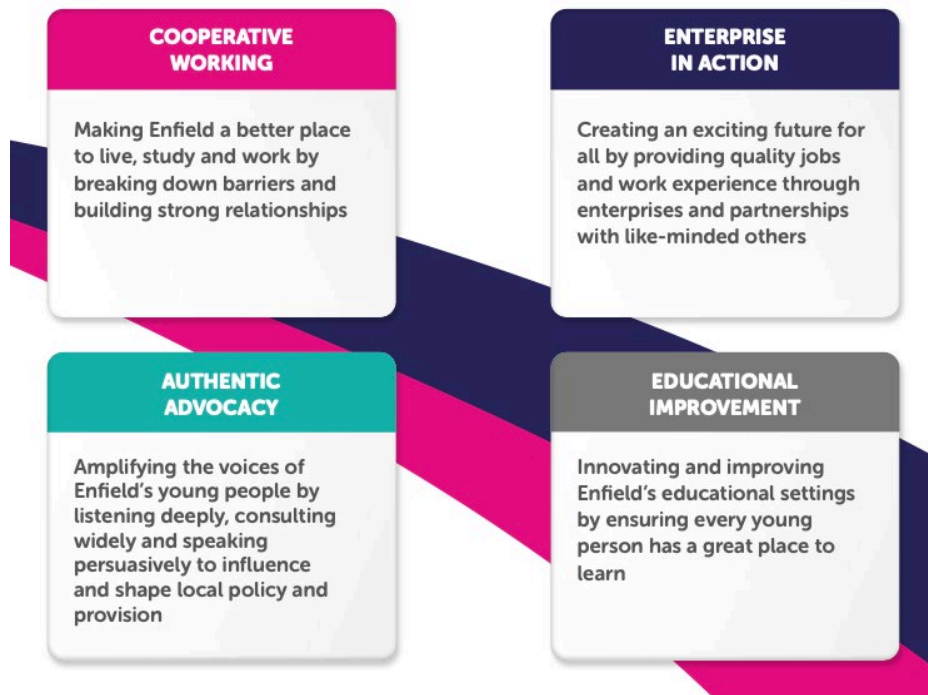
A not-for-profit cooperative, the ECT launched in June 2022.

Together, like-minded partners from education, charities, community interest groups, business and local government address key problems in the Enfield borough.

**community
inclusion
learning for life
innovation kindness**

The brainchild of West Lea leaders and local charity partners, the ECT aims to use partnerships and projects to raise standards in local schools and create life-changing opportunities for young people who face significant challenges.

Being a member of the ECT enables us to look at education in a different and collaborative way. The trust has aims in four key areas:



THE LEARNING FOR LIFE CHARITY

Founded in 2014 to expand and build upon the life and work skills training provided at West Lea, the LFLC is a partnership between our school and the local community.

Through its social enterprises and projects, LFLC offers an alternative setting in which learners can gain valuable life, social and work experience, benefitting our students, students from local schools and colleges, and other young people in the borough who have been affected by illness, disability or poverty.

LFLC also provides volunteering opportunities for members of the local community who are looking to get back to work.

In-life projects include a programme of social events, two charity shops, an eBay store, furniture upcycling, a coffee cart for retail and barista training, and an employment service that provides needs-based 'Access to Work' funding and support to young people who have graduated from a supported internship into the workplace.

A shared ethos

The school, charity and trust have a shared ethos of empowering every young person and child to be as independent as possible – what we call, ‘Learning for Life.’

Learning for Life is based on the following principles:

- We create experiences that enable disadvantaged children to participate in mainstream activities in school and the local community
- We create a stimulating learning environment, tailoring teaching and learning to meet each young person’s needs
- We enable learners to be as independent as possible, helping them to develop a ‘suitcase of skills’ so they reach their potential and are prepared for adulthood
- We treat children as individuals, involve them in making decisions, respect their feelings and foster their overall wellbeing
- We help young people to experience success, develop self-esteem, and be recognised and celebrated for who they are as well as what they can do

HR Advisor

Job Description

Purpose of the role

The HR Advisor will work alongside the People and Culture Manager, senior leaders and people managers at all levels.

Reporting to the People and Culture Manager who, working with the Director of Education oversees the school's great place to work (GP2W) pillar and plans, you will be accountable and responsible for providing efficient and effective HR advice, guidance and support across the complete employee lifecycle.

You will be responsible for managing and reporting on all areas of HR operations and employee relations.

You will be part of a small team including a People and Culture Manager (line manager), Governance Administrator, Marketing Coordinator and People and Culture Team Administrator.

You will play an active role in the life of the school, our partner charity and trust.

Key relationships

Created in response to the school's continued growth and new strategic approach, you'll play a key part in an ambitious, hardworking and extremely supportive team.

You'll report to the **People and Culture Manager** and work closely with the school's leadership team, CEO and directors – as well as people managers at all levels. You'll also be the main (and key) point of contact with external HR Advisors.

Who it would suit

We're looking for a dynamic people professional who is passionate about bringing the vision of West Lea School and the ECT to life and who thrives in a key and busy role.

You will have experience of working in a similar environment, be gifted at getting things done, and be an effective communicator.

Pay and benefits

This is a full-time permanent position **paying £39,951 - £42,840 (NJC Outer London PO1 29 - 32), 36 hours per week, 52 weeks per year.**

We also have an attractive employee benefits package, including:

- Pension scheme with 19.01% employer contributions
- Opportunity for flexible work hours
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of professional body (either CIM, CIPR or IoC)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Opportunity to make your mark in a highly rewarding and meaningful role

Primary responsibilities

HR COMPLIANCE AND EMPLOYEE RELATIONS (ER)

- Ensure ER cases are handled to a high standard, with advice from the People & Culture Manager and external partners, when required
- Ensure decisions made by managers are fair, reasonable and consistent, and in accordance with the 'West Lea way'
- Set up and manage HR systems and ensure they're used effectively
- Ensure the people data held within HR systems is accurate and compliant
- Review, update, make easily available, and uphold people policies and procedures
- Respond to HR queries accurately and in a timely manner, and oversee/support the HR Administrator with managing the HR Hub
- Train people managers in people policies and procedures
- Provide reports to senior leaders on ER cases
- Ensure we fulfil all legal and statutory requirements
- Oversee the effective management of the employee absence line by the HR Administrator and ensure absences are accurately recorded
- Ensure Return to Work meetings are held in a timely manner, supporting managers when necessary, and ensuring people are given appropriate care and support
- Regularly review absence levels with senior leaders and proactively alert leaders to any emerging trends or cause for concern
- Oversee and support the HR Administrator in maintaining the Single Central Record (SCR)
- Oversee the completion of the School Workforce Census
- Oversee preparation of contracts, videpays and payroll data by the HR Administrator, checking and sending to the relevant stakeholders
- Supervise and quality assure the work of the HR Administrator, completing essential HR admin in their absence

- Support senior leaders/the People & Culture Manager in making occupational health referrals
- Meet regularly with senior leaders to discuss people and culture at campus level, and provide guidance and support as required
- Build credibility and trust in the People & Culture function

RECRUITMENT, ONBOARDING AND INDUCTION

- Support people managers in recruiting and onboarding new team members (permanent, agency, temporary)
- Train people managers in interview and selection techniques
- Manage recruitment agencies and carry out effective direct recruitment
- Ensure all recruitment is compliant with Keeping Children Safe in Education (KCSIE) and that robust procedures for checking and vetting are carried out
- Oversee an exceptional onboarding process, ensuring new starters are welcomed and inducted effectively and in accordance with our vision, mission and values
- Proactively support people managers with employees on probation, ensuring regular, quality performance reviews and end of probation paperwork

LEARNING AND DEVELOPMENT (L&D)

- Support managers and team members in identifying learning needs and recommending appropriate learning solutions
- Support the coordination and delivery of in-house CPD, leadership development and L&D activities across the school
- Deliver in-house training sessions
- Evaluate the effectiveness of training to achieve learning outcomes
- Produce and maintain up to date training resources
- Encourage CPD attendance and ensure effective record keeping

PERFORMANCE PARTNERING AND EMPLOYEE ENGAGEMENT

- Understand and teach our vision, mission, values and strategic framework
- Support people managers in raising the performance and engagement of team members
- Support people managers and team members to fulfil the requirements of our annual performance cycle and partner for performance approach
- Oversee and report on employee engagement/employee surveys
- Support the school's great place to work pillar and plans, including plans to boost employee engagement and achieve a higher-level Investors in People award

PERSONAL EXCELLENCE

- Be a role model for and promote our great place to work strategic programme and plans, helping others to embrace innovation and change
- Be an advocate and ambassador for the West Lea brand and culture
- Build strong and effective relationships across campuses and teams
- Be an excellent communicator, with a great attention to detail and a right first-time approach
- Be able to clarify what's expected of you and effectively manage priorities in a busy and fast paced environment

GENERAL REQUIREMENTS

- Deputise for the People and Culture Manager in their absence, or at key meetings and events, as required
- Contributes to the wider life of the school, Enterprise Cooperative Trust and Learning for Life Charity (an ECT and school partner)
- Complies with school and ECT policies and procedures, seeking advice from your line manager if unsure
- Has due regard for safeguarding and promoting the welfare of children and young people, following the school's safeguarding policy and child protection policy and procedures
- Supports and follow the school's equal opportunities, whistleblowing and data protection policies and procedures

The tasks are an indication of what we expect you to do in the role. It is not an exhaustive list of duties and responsibilities, and we may amend them following discussion to take account of changing circumstances

HR Advisor

Person Specification

The specification is to guide candidates and managers during the recruitment process.

Qualifications	Essential	Desirable
HR degree or similar level CIPD qualification with active Associate Level membership of a professional body <ul style="list-style-type: none"> For example: BA (Hons) HR degree (CIPD accredited) or CIPD Level 5 HR Diploma Active Associate level membership of a professional body (CIPD or similar) 	✓	
HR masters degree or equivalent level CIPD qualification (or desire to work towards this)		✓
Knowledge & Experience	Essential	Desirable
At least 3 years' experience in HR generalist role, with employment law knowledge and case management experience. Including: <ul style="list-style-type: none"> Setting up and managing HR Systems Delivering an exceptional service to busy people managers Continuously improving the employee experience and relations in a complex organisation with multiple stakeholders (including matrix relationships) 	✓	
Extensive experience of successfully managing HR cases, with an in-depth knowledge of employment legislation	✓	
Experience of and passion for operating a devolved HR model, enabling line managers to be excellent people managers and servant leaders	✓	
Skills (Can Do)	Essential	Desirable
Build relationships. Create partnerships, build trust, share ideas and accomplish work	✓	
Develop people. Help others become more effective through strengths, expectations and coaching	✓	
Lead change. Embrace change and set goals that align with a stated vision	✓	
Inspire others. Encourage others through positivity, vision, confidence, challenges and recognition	✓	
Think critically. Gather and evaluate information that leads to smart decisions	✓	

Communicate clearly. Share information regularly and concisely	✓	
Create accountability. Hold yourself and your team responsible for performance	✓	