Regional HR Advisor - Midlands

Creative Education Trust

January 2020

Creative Education Trust



Dear Colleague

Thank you for your interest in the role of Regional HR Advisor across a cluster of our schools.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students. All of our schools that have been visited by Ofsted since joining the Trust are now rated 'good', having previously been 'inadequate' before joining the Trust.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Director of HR and to influence Creative Education Trust's ethos and processes.

"We are looking for an ambitious, experienced, committed and energetic HR Advisor"

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: **www.youtube.com/user/creedacad.**

Our Senior Regional HR Advisor, Vanda Roy, would be delighted to discuss this role with you and is available on **Vanda.Roy@creativeeducationtrust.org.uk** or 07748 947900.

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

You can find out more at:
www.creativeeducationtrust.org.uk



ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

REGIONAL HR ADVISOR
JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION
Midlands
(Coventry, Rugeley, Tamworth, Milton Keynes)

HOURS
Full time, permanent

SALARY
£30,000 t0 £35,000 (dependant on experience)

THE ROLE
To support the school Leadership Teams with all aspects of the people management agenda and enable them to deliver a well-run organisation that can focus on improving educational attainment for students.

To support the Head Office HR team to continually develop professional practice and add value to the Trust.

KEY RESPONSIBILITIES

HUMAN RESOURCES SUPPORT SERVICE

- Provide telephone and face-to-face HR service to schools within the region.
- Contribute to the development of supporting documents and templates covering all aspects of HR activity, including policies, letter templates and pro-formas.
- Act as the guardian of Trust HR policies and procedures within the region and ensure these are being followed consistently and to a high standard.
- Support the development of effective HR processes and administration, advising individual academies on managing such matters at local level.

EMPLOYEE RELATIONS

- Support and coach Creative Education Trust's leaders to effectively manage employee relations issues that arise relating to discipline, grievance, attendance and performance management matters.
- Support schools to effectively manage their local Joint Consultative Committees and maintain a harmonious ER environment.
- Support Trade Union meetings and provide administration support to key HR meetings and activities as required.
- Provide expert HR knowledge and project management support on any change management situations that arise, particularly in relation to academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.

MANAGEMENT INFORMATION AND RECORDS

- Support the development of common reporting processes to ensure that the Director of Human Resources, senior leaders, trustees and members of the local governing body or rapid improvement board are appropriately informed about performance indicators such as absences, turnover, performance appraisal, reward and tracking of ER issues.
- Where appropriate, be responsible for inputting HR data and information into Head Office systems in line with Creative Education Trust's requirements to identify trends and enable effective targeting of resources.

PERFORMANCE

- Conduct regular HR and safeguarding audits to provide clear information on HR strengths and areas for development for each academy and region.
- Undertake performance reporting to monitor HR health and take a proactive approach to suggesting new HR initiatives where key trends are identified.
- Support and liaise with Trust leaders to ensure the implementation and tracking of performance processes effectively and in a timely fashion.
- Ensure performance processes and their delivery support overall school improvement and specifically improvements in their teaching and learning within the region.

PAY AND REWARD

- Support and contribute to the implementation of new pay and reward schemes including job evaluation and equal pay where this is needed to ensure parity across the Creative Education Trust and to meet statutory requirements.

- Work in partnership with school finance teams to provide support on any payroll related HR issues.

HR COMMUNICATION AND TRAINING

- Contribute to the development and delivery of an annual face-to-face and online training programme for schools across all generalist HR areas to include but not be limited to attendance management; performance management and appraisal; HR policies and procedures etc.
- Contribute to the development and delivery of a national HR network for the Trust to disseminate best practice and provide a regular upskill for HR resource within the Trust and at school level.
- Contribute to written and electronic HR communication across the Trust to provide regular updates on statutory changes and trends in HR.

RECRUITMENT AND PRE-EMPLOYMENT

- Provide first line guidance on effective recruitment processes.
- Assist with organising recruitment events if required.
- Act as panel member for recruitment processes if required.
- Provide advice and guidance on robust procedures for pre-employment checks for all staff, volunteers and governors.
- Provide guidance and supervision to schools to create and maintain confidential single central registers in line with statutory requirements.

OTHER RESPONSIBILITIES

- Assisting in projects across all HR disciplines, for example, talent management, employee engagement etc.
- To support Trust-wide people initiatives and cultural change.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.

- **This regional role currently supports Ash Green School, Coventry; Milton Keynes Academy, Milton Keynes; The Hart School, Rugeley and Three Peaks Primary Academy School, Tamworth. The base school will be the one closest to home.**
- **There will occasionally be a requirement to travel to other schools in the group and the Head Office in London.**

You can find out more at:
www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Fully CIPD qualified or working towards qualification *or* equivalent HR experience	• Training in job evaluation • Training in psychometric assessments
EXPERIENCE	• Experience of providing complex employee relations/generalist HR advice and guidance to Senior Leaders • Experience of managing a significant caseload of HR cases from start to finish achieving successful outcomes • Experience of implementing effective HR systems and procedures • Experience of developing positive and effective working relationships with Trade Unions	• Experience in the identification and implementation of improvements to people development, recruitment, culture and values work and employee engagement • Experience of supporting TUPE • Significant organisational change management experience • Experience of providing HR advice and guidance within an educational setting • Experience of working across multiple sites
KNOWLEDGE AND UNDERSTANDING	• Knowledge of current HR legislation	• Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector
SKILLS AND PERSONAL ATTRIBUTES	• Able to inspire confidence among school principals and colleagues. • A relentless drive to improve performance and deliver outstanding results through new, innovative and more effective ways of working • Excellent written communication skills • Excellent interpersonal and negotiation skills • Good planning and project management skills • Highly resilient and determined in the face of challenges • High levels of professional integrity • Able to use discretion intelligently, resourceful and solution-oriented • Self-starter who works well independently and as part of a team.	• Knowledge of relevant education legislation
EQUAL OPPORTUNITIES	• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	• A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	• Regular (at least weekly) travel between schools within the defined region, but also travel to London and other schools outside of the region as required.	• Driving license and own vehicle • NB there will be regular travel to schools within the region – this may be achieved using public transport, but it is preferable to drive

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.