

THE
SHARED
LEARNING
TRUST

WHY WORK FOR THE SHARED LEARNING TRUST?

ABOUT US

- At The Shared Learning Trust, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive trust
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% off annual membership for Active Luton Gym

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about our vacancies or would like to visit our trust, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@thesharedlearningtrust.org.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



OUR LEADERSHIP

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job and are able to react positively to those demands
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be your first contact with our trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy



Cathy Barr,
CEO



VISION & VALUES



'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Share strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers for all staff members



Free, onsite car parking at all academies



Reduced gym membership



Cycle to work scheme



Support for all staff with an experienced licensed counsellor



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Enhanced pension employer's contribution & death in service payment



Support with relocation, including a range of information and contacts



Online delivery drop off service, including Amazon deliveries



Refer a friend £500 bonus scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

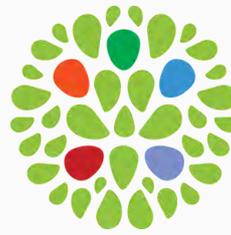
When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



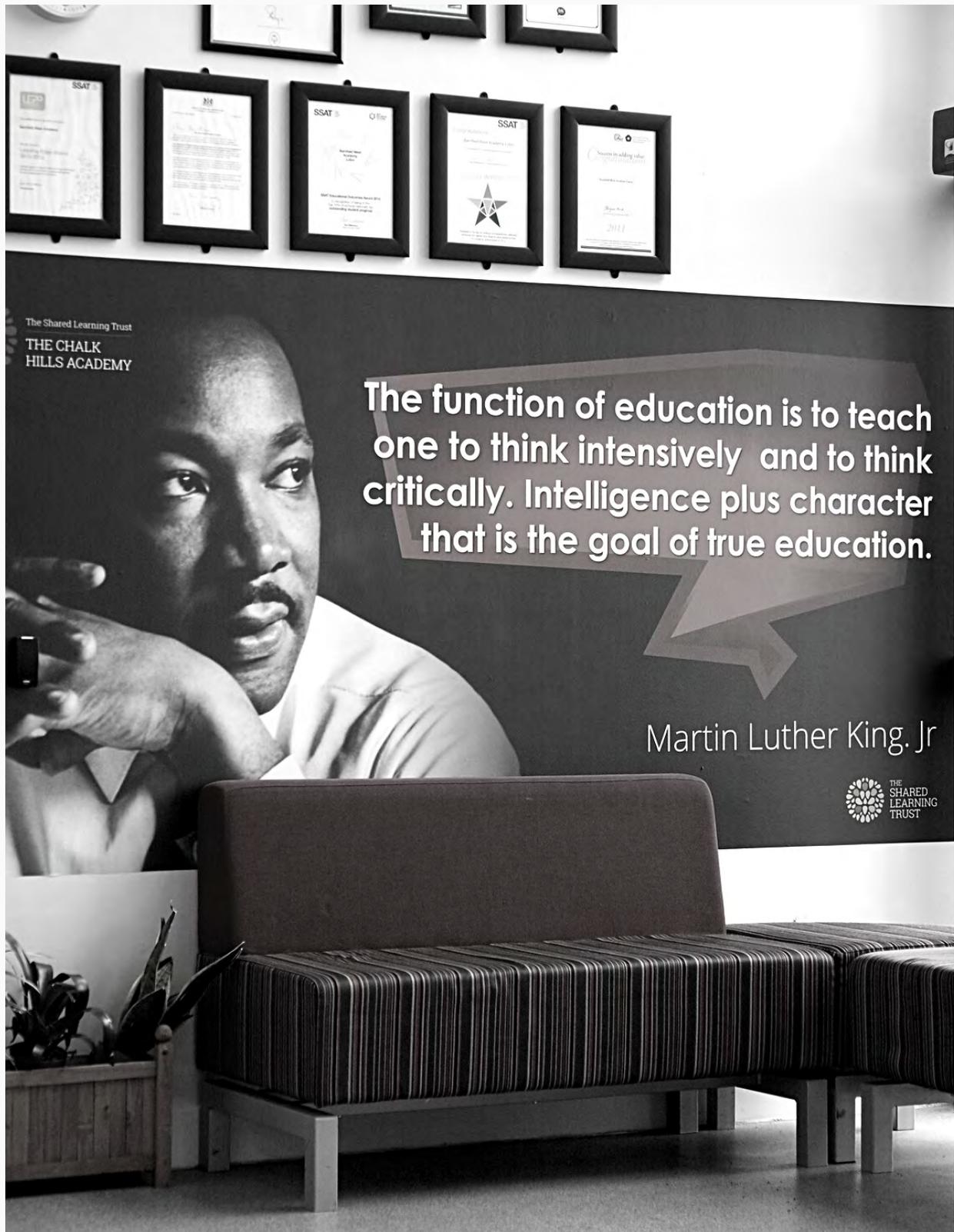
Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

RECRUITMENT BOOKLET



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SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK



HR Advisor

An exhilarating opportunity to shape the future of HR strategy within The Shared Learning Trust. Due to the departure of a valued, long-standing member of the HR team, we are seeking a dynamic and passionate HR professional to join our team and work closely with the Head of HR and Academy to drive impactful change across our organisation.

As a key player in our mission, you will be the driving force behind delivering top-notch front-line HR services that not only meet but exceed expectations. Your role as a generalist HR specialist will involve handling various aspects of employee relations and transactions, with a specific focus on our renowned secondary academy, The Chalk Hills Academy.

You will be part of a welcoming, supportive and collaborative HR team, meeting regularly to share best practices, support each other with personal development and current cases.

The successful candidate will have:

- A real love of Human Resources within a fast pace environment
- Graduate Member of CIPD or working towards
- At least five years' experience of working in a generalist HR environment, to include employee relations and transactions at all levels
- Be able to work sympathetically with the ethos of the Trust, developing effective and purposeful relationships
- Willing to learn from and with others in the development of good practice

Job Specifics:

Start Date: With immediate effect or following a notice period to ensure a full and detailed handover

Salary: NJC M1 pt. 29 – 31 £35,411 - £37,261

Hours: 37hrs per week, 08.30 – 4.30pm Mon – Thurs, 08.30 – 4pm Fri, 52 weeks – However a term time only appointment would be considered for the right candidate.

Job description

Post: HR Advisor – The Chalk Hills Academy

Responsible to: Head of HR

Main Duties and responsibilities:

- Be the go-to expert for managers and staff, providing expert advice and guidance on all matters related to employee relations and change management. From disciplinary and grievance processes to performance and capability procedures, you will be the anchor that keeps our organisation sailing smoothly.
- Embrace the challenge of managing an employee relations caseload, ensuring that our HR processes are delivered with precision and adhere to the highest standards of best practice and legislative compliance.
- Ensure effective monitoring of absence management and referrals to Occupational Health are carried out.
- Champion a proactive approach to absence management, ensuring that employees receive the support they need to return to work swiftly and safely. You'll work closely with external health providers and organisations to ensure the well-being of our staff.
- Ensure that reports are produced and circulated as required.
- Be the driving force behind innovation, constantly updating our HR letters and documents to align with the latest legislation and best practices.
- Assist with the updating of HR policies and procedures in line with legislation, ensuring that any relevant processes are aligned to any changes and that managers/staff receive appropriate briefings/training.
- Ensure that the Single Central Register is kept accurate and updated at all times
- Play a pivotal role in recruitment and selection processes, bringing in top talent to our team through innovative and cost-effective strategies. You'll even have the opportunity to conduct interviews and provide training on interview skills and techniques supporting our Recruitment team.
- Provide support in relation to the administration and processing of new starter paperwork including; DBS documents and offer letters.
- Manage and maintain contracts, personnel files and other employee information
- To undertake administrative duties and assist the HR team as required.
- To assist with the monitoring and evaluation of the performance, standards and quality of The Shared Learning Trust in relation to their area of responsibility.
- Demonstrate your commitment to equality and diversity by incorporating these values into all aspects of HR, including policy development and implementation, and conducting Equality Impact Assessments.
- To maintain an up to date knowledge of Safeguarding legislation, ensuring that statutory requirements are fulfilled, highest standards are maintained and trust Safeguarding policies and procedures are implemented, in particular with regard to the recruitment and retention of staff.
- To ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that trust Health and Safety policies and procedures are fully implemented and adhered to as applicable.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

Any other duties commensurate with this role as directed by the Head of HR and Principal.

The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed to undertake any other duties commensurate with this role

PERSON SPECIFICATION

Candidates will be assessed on the following:

QUALIFICATIONS

- Good general standard of education
- Graduate Member of CIPD or working towards

EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

- A real love of Human Resources within a fast pace environment
- At least five years' experience of working in a generalist HR environment, to include employee relations and transactions at all levels
- Experience of supporting managers across a variety of departments at different levels in all aspects of HR and training
- Someone who can be interrupted and provide advise throughout the working day
- Is able to coach middle leaders on HR practices
- Experience of working with DBS/Safeguarding protocols would be an advantage but not essential
- Understanding and practical knowledge of employment law and employer best practice
- Experience of working in Education would be desirable but not essential
- Experience of using a HR information system.
- Experience of working in a HR Generalist role
- Working with confidential information and maintaining its security
- Able to demonstrate knowledge of work systems, equipment, process and the use of standard IT packages.

SKILLS AND ABILITIES

- Be able to work sympathetically with the ethos of the Trust, developing effective and purposeful relationships
- Organised and methodical approach to administration and record keeping
- Be able to communicate effectively and persuasively (you should be motivating and engaging, able to win 'hearts and minds')
- Be able to work effectively with external partners
- Excellent numeracy and literacy skills
- Accuracy with an eye for detail and the ability to produce documentation, policies and procedures in line with legislation to a high level.
- Be able to work under pressure and manage time effectively by prioritising ruthlessly
- Be able to allocate, organise and monitor resources
- Be able to plan and organise effectively
- Be able to motivate and inspire others
- The ability to accept responsibility and take full accountability for own performance.
- Be able to recognise and manage stress in themselves and others
- Be able to understand and interpret a range of data

ATTITUDES AND APPROACHES

- A reflective practitioner with a desire for continuous improvement
- Want to develop own learning and do things differently and better
- Committed to high standards
- A commitment to working with the Head of HR within a multi-academy trust to develop a collaborative vision which embraces excellence, high standards and inclusion
- Possess energy and enthusiasm
- Willing to learn from and with others in the development of good practice
- Have a good sense of humour
- Have humility
- Resilience
- Willing to try out new ideas
- Flexible, so that when you are asked at short notice to change responsibilities,
- Ambitious – can see an opportunity to make an impact and develop own skills