



ACCORD MULTI ACADEMY TRUST

RECRUITMENT

PACK



DEAR APPLICANT

Thank you for your interest in the very important post at the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

The Accord Multi Academy Trust is an educational charity, established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form, joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD. As part of your role you will have the opportunity to shape professional development and to work directly with a wide range of senior leaders, Principals and with the CEO. The Trust would also be extremely keen to provide support to access recognised national professional qualifications (NPQ's).

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Your sincerely,



A handwritten signature in white ink, appearing to read 'AW', positioned above the printed name and title of Alan Warboys.

Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education

ABOUT THE TRUST

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The overarching vision for the Trust is to work in one

‘Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.’

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



WHY WORK AT ACCORD MAT?

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three-mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, sporting groups currently include a running club and weekly staff football matches.

As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App; allowing for instant savings on everyday high street brands.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for the Accord Multi Academy Trust can be found here: <https://accordmat.org/working-for-our-trust/>



Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts, courtesy of Discount for Teachers, for example.



“Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

Dan
Vice Principal



Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

Jules
Finance Manager





“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people’s lives. ”

Diane

Teacher of Mathematics



"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

Ben

Teacher of PE &
Post-16 Head of Year

ADVERT

HR MANAGER

Grade POCD, £39,186 to £46,464 per annum

Full Time, Full Year, Permanent

To Start As Soon As Possible

The Accord Multi Academy Trust is seeking to appoint an experienced and highly motivated Human Resources Manager to perform an integral role in delivering a high quality, efficient and effective HR service for the Trust.

Managing and delivering day-to-day HR operations, you will report to the Chief Operating Officer and lead on ensuring support is provided for Principals, Headteachers, Senior Leaders, and staff across the Trust, while aiding the implementation and application of all human resource policies and procedures.

You will lead an established HR Team and ensure the team continues to thrive in support of all Trust staff. You will take a lead on all case management and policy development as well as ensuring the team meets statutory requirements in relation to safeguarding and recruitment.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

We encourage prospective applicants to visit prior to applying. We also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](https://www.accordmat.org).

For an informal discussion about this position please contact Lisa Binks, Chief Operating Officer at lbinks@accordmat.org call on 01924 282748.



Closing Date: Friday 09 August 2024 at 9.00am

Interviews likely to be held: Wednesday 14 August 2024

Application forms are available from accordmat.org/vacancies/

Completed application forms to be returned to lbinks@accordmat.org.

Based on the quality and quantity of applications received, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

We are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check.

Job Title:	HR MANAGER	Grade:	POCD
Department:	TRUST CENTRAL TEAM	Accountable to:	CHIEF OPERATING OFFICER
Contract:	FULL TIME, FULL YEAR, PERMANENT	Responsible for:	HR TEAM

Overall Purpose of the Job:

- Provision of a high quality, efficient and effective Human Resources service for the Trust, aid the development and delivery of projects and initiatives, supporting the application of all Human Resource policies and procedures.
- Provide professional advice and guidance, supporting managers with case management including absence, performance, conduct, and organisational change.
- Manage and deliver day-to-day Human Resources operations to provide support and guidance to all staff including Principals, Headteachers, Senior Leaders, and staff across the Trust.

Key Outcomes/Activities:

- Proactively support managers in relation to the effective application of Human Resources policies and procedures, lead on case management, providing advice during conduct cases, parental leave, absence meetings and other policy application processes.
- Provide advice and guidance to managers on all aspects of the recruitment of staff, including pay, terms and conditions of employment, contractual changes and terminations.
- Oversee the organisation of recruitment and appointment of staff in liaison with the Chief Operating Officer, Principals, Headteachers and Senior Leaders/managers, following safer recruitment principles and the pre-authorisation process at all times.
- Support the induction process for all newly appointed Trust colleagues.
- Provide advice and support on the management of HR issues, including (but not limited to) organisational change, capability, discipline, absence management, grievance and harassment, ensuring policies and procedures are applied consistently.
- Conduct management investigations as may be required, reviewing and preparing statement of cases and advising managers on their compilation; guiding and supporting managers in the preparation and presentation of the case at formal hearings.
- Provide support, advice and guidance during hearings, presenting information as appropriate.
- Lead the HR Team to ensure efficient processing of information to enable accurate payroll processing each month via our third party payroll provider.
- Produce reports as may be required to the Chief Operating Officer, Governors and Trustees and Trust central teams.
- Support audit processes for both internal and external audit requirements on an annual basis.
- Ensure the designated Human Resource Management Information System is updated in a timely manner for all new starters, leavers, and changes to contracts and that the MIS is fully utilised to create efficiencies for the HR Team, line managers and staff.
- Oversee the submission of the School Workforce Census for Trust member academies.
- Implement the absence management procedure, monitoring sickness absence levels, developing proactive solutions and providing support to managers/employees through this procedure, whilst demonstrating care and understanding.
- Ensure the HR Team maintain electronic employee personnel files, ensuring that records held are up to date and kept confidential.
- Support academies to arrange long-term supply as may be required.
- Lead on the development of HR policies and procedures, taking into account legislative requirements, regulation and guidance, and reviewing the implementation of these policies.
- Support the implementation and communication of new and revised policies and procedures, assist in ensuring that all staff are aware and understand these policies and procedures.
- Support the appraisal process, providing advice and guidance on policy.
- Support managed staff reduction processes as may be required and as directed by the Chief Operating Officer.
- Liaise and consult with trade unions and the Trust JCNC as necessary in relation to operational issues/ cases and organisational change, in order to maintain and develop positive and constructive working relationships.
- Ensure the HR Team maintain accurate academy Single Central Records that comply with Ofsted and statutory requirements.
- Assist in the delivery of training to middle and senior leaders to raise their awareness of people management issues and Human Resources policies/ procedures to enable them to effectively manage staff and deal with issues effectively and efficiently.
- Work with colleagues across the Accord Multi Academy Trust as may be required.
- Stay abreast of national and statutory developments that impinge on HR issues or policies.

General Responsibilities

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Actively support team work, working in partnership to ensure effective working relations.
- Attend and participate in regular line management meetings with own line manager and direct reports.
- Promote teamwork, working in partnership across the central team and other central teams to ensure effective working relations.
- Treat all users of the academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and academy policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To produce, and respond to, complex correspondence from stakeholders and external agencies as may be required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information.
- Ability to work flexibly in order to maintain and deliver an effective and supportive HR service and provision.
- Willingness to develop skills and perform independent research as required in relation to role.
- Other duties commensurate with the grade of the post as directed by the Chief Operating Officer.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	<p>CIPD qualified</p> <p>Evidence of continued professional development</p> <p>Educated to GCSE Level C in English and Mathematics</p>	A/I	<p>Degree or equivalent in a related subject</p> <p>CIPD Advanced qualification or postgraduate qualification in a relevant subject</p>	A/I
Experience:	<p>Proven experience in a Human Resources environment in a generalist role</p> <p>Experience of advising on absence management, disciplinary and grievance procedures</p> <p>Extensive experience of implementing HR policies/procedures in relation to conduct issues including disciplinary, grievance, bullying and harassment, capability and sickness absence</p> <p>Experience of line managing others</p> <p>Experience of providing advice on terms and conditions of employment</p> <p>Experience of delivering all stages of the recruitment, selection and induction process</p> <p>Experience of liaising and consulting with trade unions</p> <p>Experience of using 365 Office packages including Word, Excel, Outlook and Power Point</p> <p>Demonstrable ability to respect confidentiality and display discretion</p> <p>Ability to interpret data/advice/statute and use this to devise policy/practice</p>	A/I	<p>Experience of working in the education sector or at a senior level in a unionised organisation</p> <p>Experience of providing advice on Terms and Conditions of Employment for teaching and non-teaching employees</p>	A/I
Knowledge and Statutory Requirements	<p>Detailed knowledge of relevant HR policies/codes of practice/legislation and ability to put them into practice</p> <p>Detailed understanding of employment law, employee relations, and techniques for effective management of staff</p>	A/I	<p>Understanding of School Teachers Pay & Conditions, Burgundy Book and NJC Conditions of Service (Green Book)</p> <p>Understanding of performance management for teachers and non-teaching staff</p>	A/I

	<p>Knowledge of terms and conditions of employment and their application</p> <p>Understanding of ways of managing and improving staff absence</p> <p>Understanding of the issues surrounding the safeguarding of children</p> <p>Commitment to child welfare and safety</p> <p>Knowledge of child protection procedures</p> <p>Interest in education and the development of young people</p> <p>Detailed working knowledge of all aspects of HR management</p> <p>Awareness of Freedom of Information and Data Protection legislation</p>			
Planning, Organisation and Mental Challenge:	<p>Ability to manage a range of complex tasks efficiently and apply effective organisation skills</p> <p>Ability to consider alternative approaches to Human Resources issues and propose solutions</p>	A/I		
Interpersonal & Communication:	<p>Excellent interpersonal skills including the ability to communicate complex and contentious information in a clear, articulate, balanced and succinct way to a variety of audiences in an appropriate and sensitive manner</p>	A/I		
Physical Skills and Demands:	<p>The jobholder is expected to have excellent keyboard skills</p> <p>Proficient in the use of 365 Office applications and Management Information Systems</p>	A/I		
Initiative & Independence	<p>Ability to work autonomously and flexibly and lead a team without direction</p>	A/I		
Emotional Challenge and Resilience:	<p>The jobholder will be required to apply resilience when dealing with emotions/challenges from staff, managers and trade unions on a regular basis</p>	A/I		
Philosophy and Commitment	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p>	A/I		

	<p>Commitment to high standards, best value and continuous improvement</p> <p>Commitment to inclusion so all pupils have access to a full academy life</p>			
Personal qualities:	<p>Ability to be reflective and self-critical</p> <p>Proactive and self-motivated</p> <p>Flexibility, creativity and ability to think laterally</p> <p>Resolution and problem solving.</p>	I		

People

The HR Manager will lead designated HR Advisors and / or HR Apprentices as part of a collaborative HR team model supporting academies and the Trust central team.

Advisory role for Principals, Headteachers, senior leaders, managers, and other colleagues including Business Operations Managers and staff - facilitating staff development and networking and developing opportunities for collaboration and shared working practices.

Finance

Budget management including monitoring, authorisation and allocation of spend for designated HR budgets.

Physical Resources

The job involves direct responsibility for the handling and processing of highly confidential information relating to staff and pupils. Ensure information processed is treated with the strictest confidentiality and discretion.

Responsible for safe use of resources as appropriate for role.

Working Conditions:

This post is full time, full year. There is a requirement to work flexibly throughout the course of the week, attending meetings with staff and/or trade unions that may fall outside of academy hours.

The post holder will be required to work across multi-sites at member academies and central offices.

Main Contacts:

The jobholder liaises with the Trust central Executive Team, other central teams (ICT and Finance), Principals, Headteachers, Senior Leadership Teams, Business Operations Managers and external parties/bodies as required.

Characteristics of the post:

The employment checks required for this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable).

Date Completed: July 2024

Signature of Jobholder: **Date:**

This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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