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**HR Manager**

**Recruitment Pack**

Welcome to Leverhulme Academy Church of England and Community Trust

Leverhulme Academy Church of England and Community Trust aims to prepare young people for life, academically, socially and spiritually and to provide inspiring learning environments that allow our students to excel.

**Mission**

Our mission is to provide:

* nurturing and inclusive communities that inspire, engage, support and transform the dreams and ambitions of all

* empowering communities that listen, prioritise personal leadership and responsibility and promote social justice

* learning environments, in which the unique talents and skills within all of us are recognised, nurtured and celebrated

* creative, exciting and innovative curricula enabling access to qualifications and skills for lifelong learning

* outstanding teaching, leadership and learning for all to maximise rapid and sustained educational standards within and across our family of schools

The focus of the Trust’s work is in supporting senior leaders, staff and governors in ensuring pupils and students receive the highest quality of teaching, allowing them to achieve the best possible outcomes in academic and personal

# **Making a difference**

Each of our academies is unique. A role working across the Trust offers diversity, a wide breath of experience, and the opportunity to make a difference to the lives of children in our local communities.

**Values**

Our values underpin our mission and provide the basis on which we will achieve our vision.  We passionately strive to provide a Multi Academy Trust that is:

* respectful, inclusive and tolerant of all

* responsive to the voices, needs and experiences of all

* committed to celebrating the local context and purpose of each school within the Trust through a strong focus on collaboration, partnerships and networking

* inclusive of both Christian, other faiths and British values

* constantly striving for excellence and continuous improvement in all that we do

Our academies give staff the opportunity to gain a huge amount of personal and professional satisfaction in seeing the difference that their work can make.

It is the staff in our academies that drive improvement on a day-to-day basis, and we are looking for colleagues who want to make a real difference to the lives of the children they work with; who want to challenge the consequences of poverty and disadvantage through education; who are committed to their own professional development and who want to be outstanding across a wide range of roles in our academies.

Although part of an academy group, and benefiting from the wider support and network provided by the Trust, Headteachers and local governing bodies remain accountable for running their own school and making certain key decisions, including recruitment and budgets within the framework, scheme of delegation and expectations set by the Trust.

# The support to succeed and progress

Each academy runs its own programme of staff development activities, which include personalised induction plans, mentoring & support, continuing professional development, and leadership development.

In addition, there are opportunities for staff to develop through collaborative working across the Trust and subject networks, and to benefit from development opportunities offered by our central teams and central training programmes.

The Trust runs a CPD (Continued professional development) programme to support colleagues at all levels. The Trust’s CPD programme makes use of expert external consultants and excellent practitioners from our own academies, all excellent facilitators, advisors and reviewers.

We also work together with other schools and academies to support larger projects, and the delivery of our Schools Direct Teaching Alliance.

We want to support and encourage the career progression of our employees wherever possible, and we support staff that wish to move between our academies and the central teams when suitable roles arise.

**The purpose of the Trust**

We believe we have the capacity and the experience to inspire students and staff and bring about rapid and sustained improvement for the benefit of the community, the Local Authority and the North West.

The schools within the Trust work together to ensure that all children irrespective of their starting point receive an excellent education. We relish the opportunity to be part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community. The Trust provides the opportunity to share skills and resources providing for greater efficiencies and opportunities to develop the best staff to deliver the highest standards of education.

It allows us to:

* support each other to promote and develop further high quality education;
* allow outstanding practitioners to work together and support each school;
* continue to develop our links as part of the Bolton family of schools and across the North west ;
* develop excellent teacher training, and to ensure the recruitment and retention of high quality staff in all our schools;
* grow the leaders of our schools of the future

# Benefits

In addition to a competitive salary, there is a pension scheme, generous holiday, an agile working and professional development.

The Trust complies with, as a minimum, the national terms and conditions of service for teaching and support staff.

All employees are eligible to be members of the Teachers’ Pension Scheme or Greater Manchester Local Government Pension Scheme.

**We have an employee benefits package, which includes s**alary sacrifice schemes such as buy a bicycle and tax efficient childcare vouchers.

We recognise all of the main trade unions and professional associations in the education sector, and share the common objective of maintaining good employee relations.

**Academy Schools**

There are currently two large secondary schools in the Trust, Harper Green School and Rivington and Blackrod High School, which also has sixth form provision. The Trust operates across three sites in the Bolton area. We asked our staff…

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HR Manager Position – Grade I (£33,800 to £ 37,850)

Reports to: Chief Finance Officer

We are looking to appoint an energetic HR leader with a track record of delivering positive change, and proven senior experience.

You will lead on the provision of a forward thinking, responsive and progressive HR service in addition to ensuring all academies are compliant with policies, procedures, best practice and can drive a forward-thinking school improvement agenda.

These exciting and challenging times call for an exceptional HR manager to develop and lead an outstanding HR function. Leading on the positive development of workforce changes that will deliver an outstanding education for all our children and young people.

The HR Manager will work closely with Headteachers, Business Managers, other senior colleagues, Trustees and Governors to implement and lead on strategic people plans whilst transforming the HR function to deliver an exceptional customer focused HR service to all the Academies.

Our staff are our most valuable resource, and we have recently taken the decision to invest in a new HR software programme that is designed to empower the Trust and provide a complete overview of staff. This system integrates methods to help streamline processes in areas such as recruitment and absence management, and supports self-service for staff where appropriate. This is an opportunity for a HR manager to join the Trust at the very start of this exciting development.

You will need to be CIPD qualified or have equivalent experience and bring creative and strategically strong HR leadership skills and competence.

Our Trusts is an equal opportunity employer and encourages applications from as diverse a group as possible

For an informal chat please contact Carol Davies on 01204 333266.

Purpose

To lead the HR function for the Academy Trust, responsible for the operational HR activity across the Trust; providing clear and consistent guidance, professional support and advice to Trust Board, Headteachers, business managers and other senior leaders across the full range of HR activity. To work as part of the wider support team to support HR activity across the Trust.

Our people are essential in delivering the highest quality education for our students. It is vital that we have a motivated and effective workforce and any HR processes and issues are managed and dealt with quickly and efficiently. To support this post, the Trust has a contract in place which gives the HR Manager access to dedicated HR experts and employment lawyers with proven experience of advising on the day to day and strategic challenges faced by schools and academies.

Key responsibilities

* Provide professional HR advice and work with business managers and senior leaders to move forward ‘people issues’ in the academies, to support and drive academy improvement
* Manage and advise on complex employee relations cases, up to and including dismissal (e.g. disciplinary, grievance, absence, capability) including liaison with LADO as appropriate.
* Provide support and development to academy-based HR colleagues, and to line manage staff (if applicable).
* Review and develop HR related policies, and resolve policy queries and other matters escalated from academy-based HR colleagues, ensuring consistency of approach, good practice and compliance in line with policy and legislation
* Review and improve quality of the HR work and practice across the Trust
* Develop and manage the Trust HR database
* Develop and implement an effective recruitment strategy.
* Develop the Trust’s annual HR plan, and undertake proactive HR work to deliver it across the Trust.
* Analyse, benchmark and report key HR performance indicators, including statutory HR information and requirements.
* Support, advise and lead on staffing restructures, including TUPE arrangements in / out of the Trust.
* Support the transition of new academies joining the Trust to ensure a seamless transition in relation to HR aspects (including due diligence / TUPE consultation / and general HR support)
* To take a lead role in employee relations and develop a constructive relationship with all recognised Trade Unions.
* Work as part of the wider Trust team, taking the lead on some trust-wide HR activities, *e.g.* ‘project’ work, policy development, developing training materials
* Safeguard & promote the welfare of pupils/students through own actions and effective management of staff resources, policies & procedures, and in line with statutory requirements relating to safeguarding.

Person Specification

**Qualifications & Experience**

**Essential**

* CIPD qualified or equivalent experience
* Able to demonstrate an understanding of teachers’ and support staff terms & conditions, and an empathy with schools issues
* Previous experience in the line management of staff

**Desirable**

* Experience of working in HR in a teaching environment

**Professional Knowledge & Understanding**

**Essential**

* Evidence of a depth of experience working at the relevant level, in particular around the full range of complex employee relations case work (grievance, disciplinary, health & absence management, performance management, LADO referrals), working with trade unions, and advising managers on a breadth of people issues, up to & including dismissal hearings
* Experience of handling significant change, including restructure / redundancy, and TUPE
* Depth of knowledge and understanding of policy, procedure, employment law and good practice in relation to HR, along with the ability to assess implications and articulate risk

**Desirable**

* Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage

**Skills & Personal Qualities**

* Good organisational skills, confident in managing a diverse workload
* Proactive, able to see what needs to be done and to prioritise work accordingly
* Flexible, self-motivated & resilient to changing demands; able to work independently, on own initiative and without supervision
* A “people person”: able to build strong working relationships with, and influence the work of others with a commitment to collaboration and co-operative working.
* Good presentation skills
* Committed to undertaking continuous professional development
* Willing and able to travel between academies, and to other sites across the Trust, and to flex working hours occasionally if required (e.g. to attend case management meetings outside normal working hours)
* Understands and is committed to the Leverhulme Church of England and Community Trust

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An Enhanced DBS check will be carried out for the successful candidate.

u c say one thing to someone who had seen an advert for a role at your academy and was