



Senior HR Advisor (2 positions available)

# Recruitment Pack



Nurturing inclusive learning communities

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## CEO WELCOME

Dear Applicant,

Thank you for your interest in these vital posts of Senior HR Advisor at Ethos 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 overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

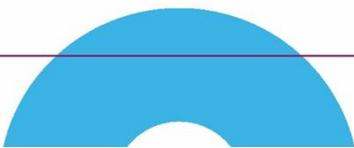
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We currently have four academies (Ethos College, Reach Academy, Engage Academy and Evolve Academy) and we have further aspirations for growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster  
CEO, Ethos Academy Trust



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## HR MANAGER WELCOME

Dear Applicant

The Central Team for the Trust is based in Kirklees, West Yorkshire and is located at Reach Academy, although there is some flexibility in where these roles are based and hybrid working is possible. We currently have 4 Academies in the Trust, based in Wakefield and Kirklees catering for a range of Social, Emotional and Mental Health (SEMH) needs. The Trust has significant growth planned (South and West Yorkshire based) which will provide opportunities for the Central team staff to be exposed to a wide and interesting range of HR work within schools across different Local Authorities.

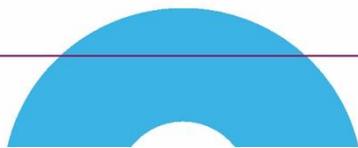
We have 2 roles available (one full time covering 4 Kirklees/Wakefield schools and one part time (0.6FTE) covering 1 South Yorkshire school). The roles will suit experienced Senior HR Advisors, looking to further enhance their skills and experience in a unique Multi Academy Trust. These will be busy roles and no two days will be the same. The HR Team is expanding in line with our growth and the roles will be chance to be part of shaping our ambition for the future.

At Ethos, we are committed to ensuring that our Central staff are fully equipped and well trained to deliver an exceptional service to the Trust and our individual academies. The Trust prides itself on living up to our core values and providing a people culture that makes us an employer of choice within the sector. We operate a flexible approach to our work and have a comprehensive staff training programme.

I would like to thank you for your interest in Ethos Academy Trust and I look forward to receiving your application.



Lesley Conway  
HR Manager, Ethos Academy Trust



# TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



## Leading

**with integrity**

- Championing honesty and transparency
- Building trusting relationships



## Encouraging

**freedom and responsibility**

- Working collaboratively
- Investing in effective partnerships



## Thinking

**innovatively**

- Finding creative solutions
- Meeting individual needs



## Improving

**continuously**

- Raising standards
- Developing strong and effective leaders



## Celebrating

**achievement**

- Improving academic progress
- Enriching personal development

**ETHOS**  
ACADEMY TRUST

Nurturing inclusive learning communities



Nurturing inclusive learning communities

**Ethos College** provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



Nurturing inclusive learning communities

**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



**Outreach** Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.



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## WHY WORK FOR THE TRUST?

Ethos Academy Trust is currently based in West Yorkshire (with expansion due into South Yorkshire), with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Sheffield, Rotherham, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
  - All employees have the opportunity to access a pension scheme.
  - All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants.
  - An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
  - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
  - Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.
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I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

**EMMA GANNON, TEACHER**





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust eleven years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I am currently the Deputy SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS, DEPUTY SENDCO - REACH ACADEMY**



During my 6 years of employment within Ethos Academy Trust, I have been supported to access a number of professional development opportunities. I gained my PGCE over a 2-year period and, after securing a teaching role two years ago, I am now a middle leader within Ethos College and currently undertaking the NPQSL, in order to further enhance my leadership skills, understanding and practice

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE, TEACHER - ETHOS COLLEGE**



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## ADVERT FOR SENIOR HR ADVISORS

Grade/Salary: Grade 9-10, £28,226 - £34,373 FTE (dependant on experience)

Hours: **Position 1** - Full Time (37 hours per week), Term Time Only plus 10 days, £25,009 - £30,455 (some flexibility can be negotiated on this, depending on the candidate)

**Position 2** – Part time (22.5 hours per week), Term Time Only plus 10 days, £15,208 - £18,519 (some flexibility can be negotiated on this, depending on the candidate)

### Applicants

The successful candidates will ensure the provision of a proactive, forward thinking, Trust-minded competent and consistent HR service. You will assist with the implementation and interpretation of HR policies and procedures, employment law and employee relations matters in compliance with statutory obligations and best practice across the Trust. You will oversee cases, provide advice, make decisions independently within the remit of the role on employee relations matters and attend related meetings in a HR advisory capacity as necessary across the Trust.

This is an exciting position at a time when our Trust is entering an ambitious growth phase and the Central Team is in a transitional stage, developing its processes, systems and capabilities for a much-enlarged Trust. The appointee will have exposure to a wide range of HR issues within a school and Trust setting and the opportunity to expand their experience and develop skills. The role will be busy and as a Trust, we are ambitious for growth and the development of our staff and students, which will bring with it a great opportunity for the successful candidate.

As HR Senior Advisor, you will work closely with other members of the HR Team and within the Trust's Central and Executive Teams, as well as with Managers and the Senior Leadership Teams within each Academy setting.

The successful candidates will have experience of providing advice on employee relations, terms and conditions and contract issues. They will be confident using HR information systems and have a sound knowledge of employment law. A CIPD qualification or significantly working towards one is important as are strong English and maths skills.

The most important skills to ensure success in the role will include the ability to work with others to solve problems, sound judgement and the ability to work collaboratively. This role offers the opportunity to work flexibly and the working days and times are negotiable.

In return, we are able to offer a welcoming Trust with supportive management and a strong programme of staff development.

### About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire, soon to expand into Rotherham, South Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our four academies (Ethos College, Reach Academy, Engage Academy and Evolve Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

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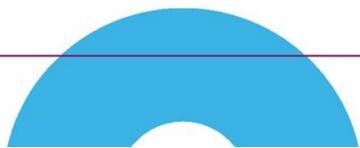
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Visits to the Trust are encouraged. If you have any questions about the role or would like to arrange a visit, please contact Lesley Conway at [lconway@eat.uk.com](mailto:lconway@eat.uk.com)

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

**Closing date:** 12pm on 6 June 2022

**Interview date:** 14 June 2022 (provisional)



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## SENIOR HR ADVISOR x2

### JOB DESCRIPTION

<b>Job title</b>	Senior HR Advisor x2
<b>Location</b>	West/South Yorkshire
<b>Hours</b>	<b>Position 1</b> - Full time (37 hours per week), permanent, term time only plus 10 days (negotiable) <b>Position 2</b> – Part time (22.5 hours per week), permanent, terms time only plus 10 days (negotiable)
<b>Reports to</b>	HR Manager
<b>Staff responsible for</b>	None
<b>Closing Date</b>	12pm on 6 June 2022
<b>Salary/Grade</b>	NJC Grade 9-10 (£28,226 - £34,373) FTE <b>Position 1</b> – 37 hours, £25,009 - £30,455 <b>Position 2</b> – 22.5 hours, £15,208 - £18,519
<b>Job Purpose</b>	To provide proactive, hands on, high level, professional and operational support to schools within the Trust in line with key policy and legislative guidelines to provide a comprehensive, professional and customer focused HR service.

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## KEY OBJECTIVES AND ACCOUNTABILITIES

- Support Managers with employee relations across the Trust including assisting Managers to reduce and de-escalate disciplinary, grievance and absence issues, ensuring positive working relationships and outcomes across the Trust.
  - Support Managers/Leaders through employment relations cases (such as capability, disciplinary, absence etc).
  - Advise and minimise risk to the Trust through a variety of methods.
  - To assist with and to monitor an effective absence management procedure, taking the lead where required or providing guidance to Managers when managing the process.
  - Assist with the implementation of Trust HR policies and support communication updates across the Trust.
  - Write, implement and review new and existing Trust policy and procedures.
  - Support the Trust to identify training needs and deliver training courses to support up-skilling for Leaders/Managers and to raise awareness of people management issues and HR policy/procedures.
  - Support the HR Leads and the wider Executive Team to manage the wellbeing of all staff, to ensure that they are supported in accordance with policies and procedures.
  - Contribute to and maintain staff toolkits in relation to key areas for Managers to utilise (such as capability, absence etc).
  - Assist with the onboarding of new schools into the Trust and the TUPE process.
  - Support Academies with recruitment in particular, assisting with the drafting of job packs and ensuring correct contractual documentation is issued as well as quality assuring checks carried out by Academies in relation to successful candidates.
  - Produce HR letters and ensuring that all communication on behalf of the Trust and individual schools is consistent, accurate and professional.
  - Assist with the development and implementation of a robust Safer Recruitment Strategy.
  - To contribute towards a standardised approach to recruitment and induction including providing advice and guidance to Academies on recruitment pieces in order to support the Trust's aspiration to become an employer of choice.
  - To assist in ensuring that a consistent induction process is developed and implemented across the Trust for new starters, promotions, secondments and redeployments.
  - Carry out exit and induction interviews with incoming and outgoing staff across the Trust.
  - Assist with salary, benefit and pension calculations and queries, working closely with the Finance Manager to ensure accurate an accurate payroll.
  - Responsibility as a primary user to ensure the HR Information System (Every) is accurate.
  - Assist in the production of reports and data checks to support key decisions/projects and advise on employment issues including absence, retention and organisational change across the Trust.
  - Undertake specific HR projects and provide effective project planning supporting the HR strategy and continually add value.
  - Support the HR Leads with creating and maintaining effective working relationships with Trade Unions and Professional Associations through effective and productive consultation processes.
  - Keep an up to date professional development and knowledge to ensure the latest law, guidance and practice is implemented for current policy and practice.
  - Undertake any other duties as directed including working at different locations in order to provide business continuity and to enable the HR team as a whole to fulfil Trust needs.
  - Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
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## General

- Be aware of and support difference and ensure equal opportunities for all.
  - Contribute to the overall ethos/work/aims of the Trust.
  - Attend meetings within the Trust, at its academies and external events as required.
  - Share expertise and skills with others.
  - Participate in training and other learning activities and performance development as required.
  - Work effectively and professionally with all stakeholders, promoting the Trust positively at all times.
  - Recognise own strengths and areas of expertise and use these to advise and support colleagues.
  - Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
  - All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs (Prevent).
  - Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
  - Understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
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## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
<b>Knowledge, Education and Training</b>	To hold or be significantly working towards completion of CIPD qualification (level 5) or able to demonstrate equivalent experience	E
	Up to date knowledge of employment law	E
	Knowledge of terms and conditions relating to Teachers and Support Staff in schools	D
<b>Relevant Experience</b>	Proven experience of working at an HR Officer/Advisor level, preferably across multiple sites with the ability to build relationships and influence people	E
	Experience of carrying out and leading on a variety of HR meetings including disciplinaries and absence management	E
	Experience of delivering operational requirements in a unionised environment	D
	Proven ability to interpret and provide advice to managers on a diverse range of HR issues including employment law and conditions of service	E
	Experience of using online HR/recruitment systems	D
	Experience of providing HR advice in an educational setting	D
	Experience of salary, benefit and pension calculations in a school/Academy setting	D
	Understanding of best practice with regard to safeguarding, child protection, safer recruitment and safeguarding policies and procedures	D
<b>Aptitudes, Skills and Competencies</b>	Demonstrate enthusiasm for, and commitment to, the role; showing reliability, integrity and passion	E
	Excellent written and verbal communication skills	E
	Ability to work within relevant policies, legislation and codes of practice	E
	Ability to engage and motivate and relate to staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school/Trust life	E
	A solution-based and collaborative approach to problem solving	E



	The ability to develop, maintain and use an effective network of HR and school contacts	E
	Ability to work calmly and effectively under pressure, prioritise workload and consistently meet deadlines	E
	Be able to develop and maintain effective professional relationships with all members of the school community and outside agencies	E
	Be approachable, accessible and flexible	E
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	E
	Computer literate, with a working knowledge of MS Word and Excel	E
<b>Any additional factors</b>	Act as a role model and represent the Trust professionally, both internally and externally	E
	Commitment to ongoing personal training and development	E
	Knowledge of equality of opportunity issues and how they can be addressed in Trusts	D
	Full driving licence with business insurance	D
	Willingness and ability to travel within the Trust in a cost and time effective manner	E
	Willingness to work outside of normal Trust hours on occasion	E
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and annually. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process	E

**Safeguarding statement**

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children’s Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

**Equality and Diversity statement**

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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### Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### GDPR

A copy of our Privacy Notice is available via our website.

[www.eat.co.uk](http://www.eat.co.uk)

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Nurturing inclusive learning communities

Ethos Academy Trust  
c/o Reach Academy  
Field Hill Centre  
Batley Field Hill  
Batley  
WF17 0BQ

