



Senior HR Business Partner Candidate Pack



PONTEFRACT
ACADEMIES TRUST

Candidate Pack

Welcome

Welcome from the CEO and context for this appointment.

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will interest you and help you with the application process. Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising of seven primaries and two 11-16 secondary schools. Currently our schools are located within Pontefract and South Kirby, with pupils drawn from the local community including different catchment areas.

The Trust has moved forward at some pace since 2018. The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. The Trust is financially solid and sustainable, with a strong and growing reputation for school improvement across the region.

We are seeking to appoint a Senior HR Business Partner to join our high performing Trust. The postholder will deliver an efficient and effective HR service across all our schools. This is a new and exciting opportunity for a hardworking, committed HR practitioner to be part of our growing Central Team.

Reporting directly to the Director of People & Culture, you will be the lead advisor for case management and will support the development of our People Strategy. We wish to appoint positive people who want to make a difference. We wish to appoint people that understand and believe in our guiding principles and values. We want to hear from flexible people who, with 100% backing and support, will get fully involved with exciting 'People' challenges. As a Trust with a great family of schools serving Pontefract, we are proud of the work we do. The moral dimension drives us.

With best wishes,



Julian Appleyard OBE
CEO, Pontefract Academies Trust



About the Trust.

Pontefract Academies Trust was established as a Multi Academy Trust in 2013. The Trust is a growing family of seven primary and two secondary schools serving approximately 4000 pupils and employs around 600 staff. The schools in the Trust range from one-form entry primary schools to seven-form entry secondary schools.

The primary aim of the Trust is to operate exceptional high-performing schools that provide our pupils the chance in life they deserve. As a Trust, we possess great aspirations for our pupils. We recognize the importance of adequately preparing them by imparting qualifications, knowledge, skills, resilience, and personal growth; enabling them to make positive contributions in an ever-evolving world. Our pupils begin their educational journey with a strong foundation in reading, enabling them to access a knowledge rich curriculum. By the time they complete their studies with us at the age of sixteen, they possess skills and qualifications that equip them for a successful transition to the next phase of their lives.

With talented teaching, support and central services staff, the Trust has a growing reputation for school improvement within the region. Improved school performance since 2018 has seen the Trust primary schools achieve outcomes in line with the top 5% of schools nationally, and the secondary schools placed in the top 15% nationally for progress. This transformational success makes us even more determined to make a difference in the life chances of our most disadvantaged and vulnerable children and young people in the communities we serve.

We are proud that our schools are highly collaborative and ambitious. One of the Trust's guiding principles is "stronger as one". As a family of schools we are located sufficiently close to one another, sharing resources and expertise and giving staff local opportunities to develop their careers. We recognise that great practice can come from anyone, and sharing it means everyone benefits.

As a family of schools we try to offer more to our pupils and colleagues than a single school could offer alone. Internally we provide a range of professional learning for staff, and the outward-facing nature of the Trust allows for strong partnerships locally and regionally.

Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

Our Vision.

Where every child and young person makes outstanding progress.



Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery through to primary and then onto secondary.

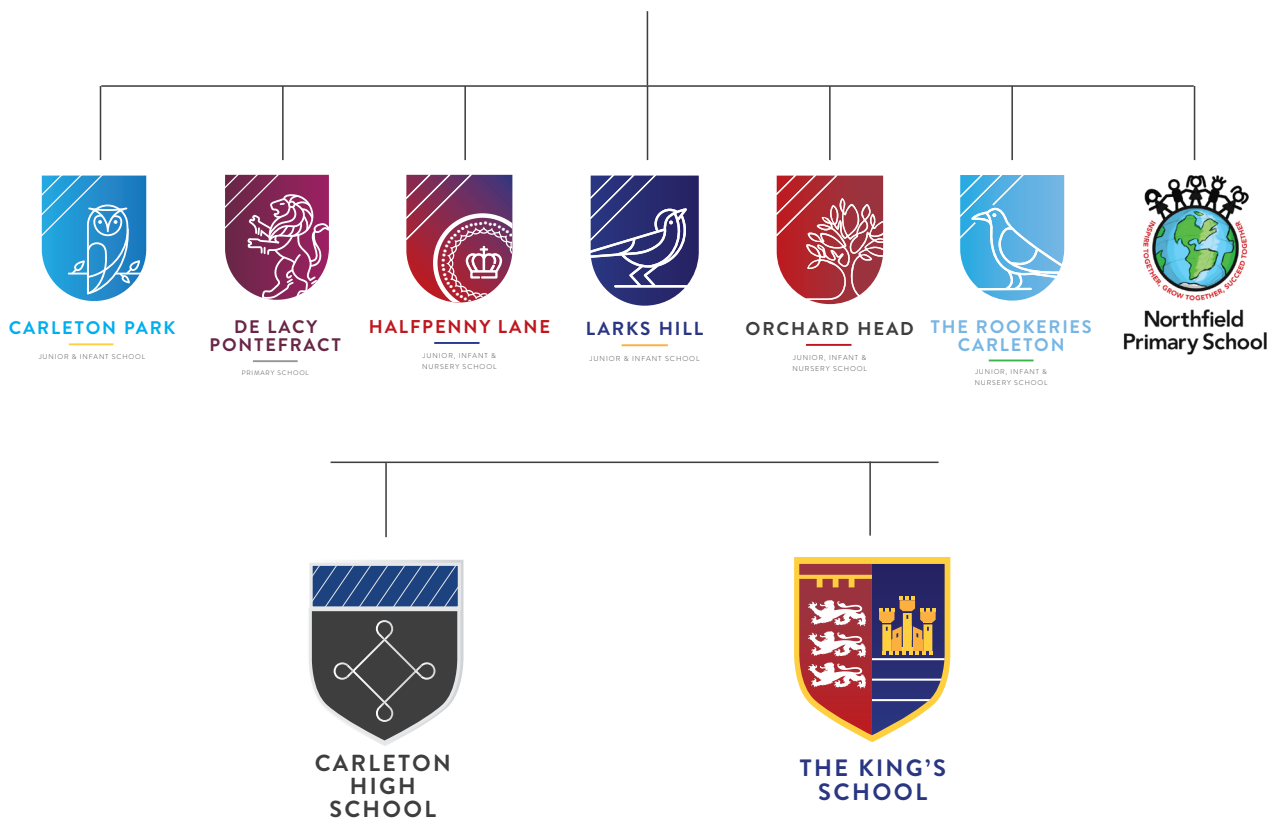
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

ONE TRUST



PONTEFRACT
ACADEMIES TRUST



Job Description:

Senior HR Business Partner

Reporting to:	Director of People & Culture
Salary:	£44,428 – £47,420 Grade 11, Scale Range 36 – 39
Term:	Permanent – Full Time (Part-time working requests will be considered)
Location:	Head Office The Barracks Business Centre, Wakefield Road, Pontefract, WF8 4HH

Job Purpose Summary

- Support the delivery of the Trust's people strategy.
- Provide a comprehensive and professional HR service by developing effective relationships with Headteachers, Senior Leadership Teams and Office Managers.
- Influence the development of the culture across the organisation to further enhance our empowered, high quality, efficient and high performing workforce.
- Build the reputation of the Trust as a people centered and career enhancing employer, with an emphasis on the recruitment, development and wellbeing of a diverse, high-performing workforce.
- Work at both an operational and strategic level, ensuring full alignment to the short, medium and long-term business objectives.
- Support leadership teams with all elements of people management activities.
- Build capability levels through effective training and development needs analysis.

Key Responsibilities and Accountabilities

- Continually improving the employee experience, making the Trust an attractive and great place to work.
- Delivering people/technology-led projects that reflect our culture and set our people up to successfully deliver outstanding outcomes for our children.
- Working alongside the DoPC and school leaders to join-up and continuously improve the organisation experience for our people.
- Sourcing and developing a workforce that is highly skilled, motivated and can deliver on our ambitious goals.
- Championing and evolving the Trust's cultural vision and values, and embedding the guiding principles.
- Analysing and triangulating people data held at both Trust and School level to proactively seek out risks, identify weaknesses and build on strengths and opportunities.
- Assist in over-seeing the communication of the Trust's people objectives.
- Support the DoPC and ELT to deliver the Trust's People Strategy and its underpinning plan including:
 - Executing the People Strategy to attract, develop and motivate talented people to achieve our goals. This includes leading the development of the Trust's employer brand, engaging inductions and onboarding experiences, and retention of current and future employees.
 - Supporting and coaching Headteachers and their leadership teams across the Trust on People focused policies and procedures.
 - Recommending improvements to support a culture that recognises and celebrates success.
 - Identifying wellbeing offerings that are aligned to supporting the Trust workforce.
 - Deploying and analysing pulse surveys followed by the facilitation of sessions with the school SLTs to formulate action plans that improve results.
- Ensure that all job descriptions and person specifications are reviewed annually and updated as required to ensure that they are appropriate, accurate and up-to-date.
- Ensure that HR record keeping, including the Single Central Record, is accurate and compliant across the Trust.
- Support the management of sickness absences including analysing patterns of absence and monitoring trigger points, arranging absence concern meetings with the appropriate line manager and organisation of occupational health referrals.
- Lead on casework, restructures and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate.

Job description continued on next page

Job description continued

- Engage with staff and trade union/professional associations to ensure that the Trust responsibilities for consultation are met.
- Ensure that all relevant policies and procedures are in place and up-to-date to meet organisation objectives and are in line with current employment law, national and local agreements, and conditions of employment.
- Manage all Trust HR documentation (including staff contracts, policies and procedures and forms etc.) ensuring that they are regularly reviewed, updated and compliant with employment and education legislation.
- Communicate regularly with the wider central team to exchange information and provide ongoing support and problem resolution.

Responsibilities for people (line management)

- Future role requirements may see responsibility for Line Management as the Trust expands.

Performance Management and Review

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Person specification

			Assessed by	Assessed by
No.	Categories	Essential or Desirable	Application Form	Interview or Task
Qualifications				
1.	CIPD qualified level 5 (or studying towards) or equivalent HR Experience.	E	✓	
Abilities, Skills and Knowledge				
2.	Education or Charity sector experience.	E	✓	✓
3.	Have experience of providing complex/generalist HR advice to senior leaders and working in a highly unionized environment.	E	✓	✓
4.	Have in-depth expert knowledge of current HR legislation and developing HR systems and procedures.	E	✓	✓
5.	Experiential knowledge of working with Trade Unions.	E	✓	✓
6.	Experience of developing policy and procedural documentation.	E	✓	✓
7.	An understanding of local government pay and conditions.	D	✓	✓
8.	Strong operational delivery focus with ability to interpret data to create and present evidence-based insight.	E	✓	✓
9.	Strong employee relations experience and a comprehensive knowledge of employment legislation.	E	✓	✓
10.	Able to work with MS Office packages, including Word, Excel, and Outlook.	E	✓	✓
11.	High levels of attention to detail.	E	✓	✓
12.	High levels of communication skills both written and verbally.	E	✓	✓
13.	Able to organise self and work to tight deadlines with minimum supervision.	E	✓	✓
14.	Ability to work flexibly to meet short term high demands/peaks to support the schools' deliverables.	E	✓	✓
15.	Able to be proactive and act on own initiative.	E	✓	✓
16.	Ability to communicate effectively with members of the central team and staff at all levels across the Trust.	E	✓	✓
17.	Ability to show empathy and sensitivity when dealing with staff issues as well as demonstrating high levels of resilience when supporting schools with challenging employee relation issues.	E	✓	✓
18.	Full driving license and access to own transport	E	✓	
Personal Qualities				
19.	Excellent role model for young people and staff.	E	✓	✓
20.	Exceptional levels of integrity and confidentiality.	E	✓	✓
21.	Resilience and high personal standards.	E	✓	✓
22.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
23.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓
24.	Stakeholder engagement – identify and build relationships with key roles across the business.	E	✓	✓
25.	Be open to change and unexpected obstacles – adapt to situations in a calm and professional manner.	E	✓	✓
26.	Be proactive and flexible in approach to acting on and completing tasks within the department.	E	✓	✓

Benefits of working at Pontefract Academies Trust

- High quality, 24/7 Employee Assistance Scheme, with easy access to Physiotherapy, Counselling, Mindfulness, Physical & Mental health interventions and much more.
- Generous annual leave per annum, increasing over time.
- Generous family friendly policies to allow effective work-life balance.
- A focus on your career pathway with exciting approaches to CPD.
- A friendly, supportive and happy team to work alongside.
- Modern central office in the centre of Pontefract, with high quality amenities & free parking.
- Salary sacrifice schemes including Cycle 2 Work.
- Generous pension scheme (Local Government Pension Scheme).
- Flu vaccine and Health checks.

How to Apply:

To apply for this vacancy, please submit your application form via the Face-Ed system by following the link to our website: <https://pontefractacademiestrust.org.uk/vacancies/> before the closing date of Monday 29th January at 12pm.

The listing will be closed as soon as sufficient applications have been received.

We are an equal opportunities employer, welcoming applications from everyone. Pontefract Academies Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to safeguarding all children and young people whilst promoting their welfare. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and pre-employment checks. Shortlisted applicants will also be asked to provide a self-declaration form.

We look forward to hearing from you.



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Pontefract Academies Trust

The Barracks Business Centre,
Wakefield Road Pontefract,
WF8 4HH.

Tel: 01977 232146

Email: adminsupport@patrust.org.uk

Twitter: @PontefractAT

Registered Company: 08445158

The Pontefract Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.