



HR Business Partner Job Application Pack

Welcome to the Elliot Foundation

Welcome from the CEO



The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We are building a thriving community of schools including converter and sponsored primary academies that succeed on behalf of their children. We bring an understanding of the unique role of successful primary education as a prerequisite for even greater success at secondary school level.

We aim to maintain a group of exceptional primary academies that is uncompromising in its search for excellence and in its commitment to searching for and sharing emerging best practice across its primary academy chain.

You are an amazing person, why not work somewhere you can make a real difference?

The simple fact that you are still reading this makes you one of the good guys. On behalf of the 10,500 children currently in Elliot Foundation schools and those children yet to be born, thank you. Without people like you, there would be no future for our society or our world. Primary teaching builds the foundation for successful lives and communities are shaped at the gates of primary schools. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

What makes the Elliot Foundation tick?

Most pedagogues agree on what it takes to build a learner. You need a safe space, some rules and to raise expectations of success. The idea behind the Elliot Foundation is to treat staff and schools the same way we want them to treat children. We aim to create a thriving and diverse family of schools all committed to improving outcomes for all children. From our modest beginnings in 2012, we will soon have 30 schools in four thriving clusters in the West Midlands, London, East Anglia and Northamptonshire.

- Children arrive at Elliot Foundation schools between two terms and a year behind where they should be at the age of four
- By the time they leave our schools they have caught up with the national average
- Elliot Foundation schools are at least three times more deprived and challenged than average and yet our schools are three times more likely to be judged outstanding by OFSTED than the national average.



Why join us?

From the moment you join the Elliot Foundation you become part of a family. We know that there are no magic wands in the education sector. There is only the perpetual commitment to being better. So members of the Elliot Foundation are not alone. You will immediately become part of a team sharing varied and innovative approaches to their work and supporting one another.

A career in the Elliot Foundation is full of opportunity. We pride ourselves on offering a variety of comprehensive learning and developmental opportunities for our team and we are continuously looking at new ways to support staff at all levels. To date, these have come through partnerships with Universities, internal development courses, mentoring and shadowing.

Every year we ask all Principals of academies who form part of the Elliot Foundation whether they would join the Foundation again and I am delighted to tell you that 100% of them would. The Elliot Foundation is committed to helping children and teachers and schools succeed whatever their background. Come and help us write a better story.

Hugh Greenway, Chief Executive Officer

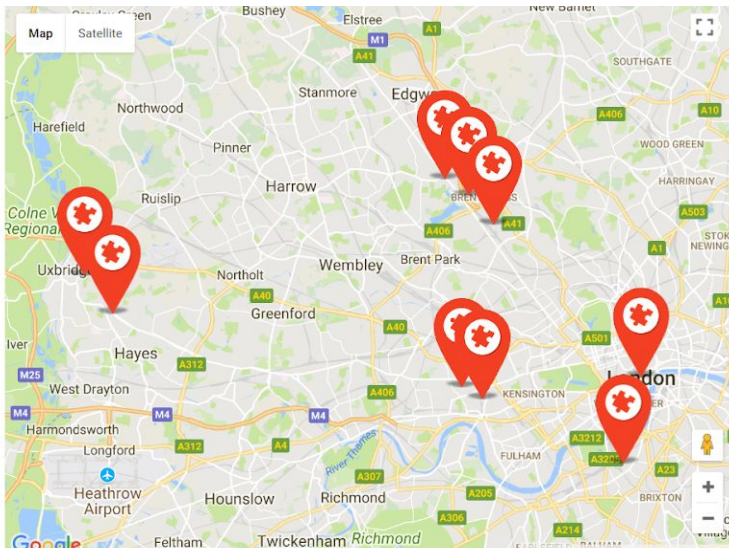


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About the Elliot Foundation Academies Trust

TEFAT Academies and Clusters

The Elliot Foundation currently has 27 schools in three thriving clusters of primary academies in the West Midlands, London and East Anglia.

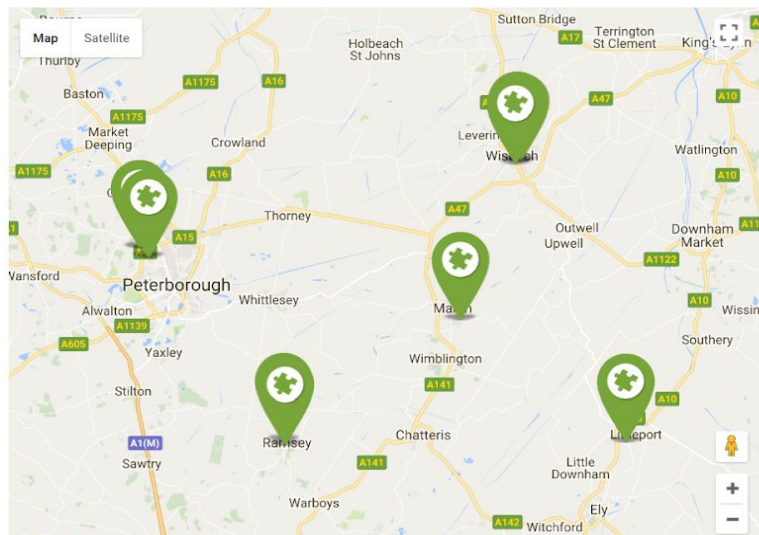


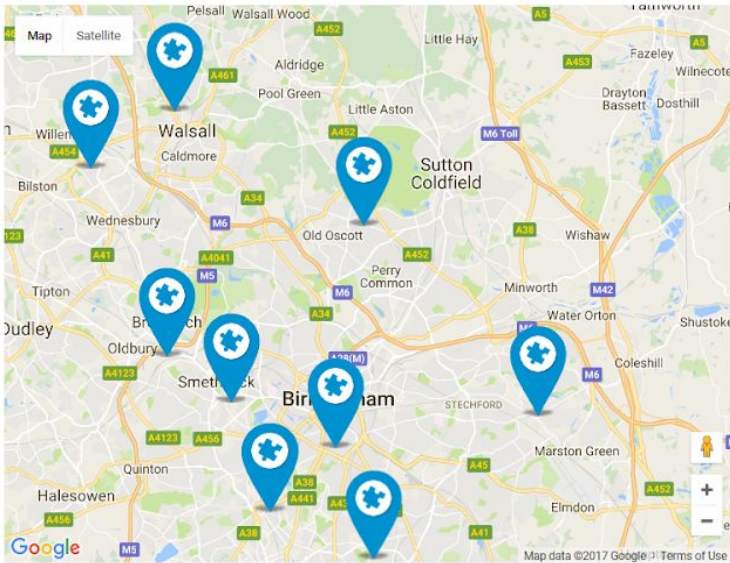
West Midlands

-  Billesley Primary School
-  Chandos Primary School
-  Croft Academy
-  George Betts Primary Academy
-  Kings Rise Academy
-  Rough Hay
-  Shirestone Academy
-  Shireland Hall Primary Academy
-  Tiverton Academy









London

-  Claremont Primary School
-  Greenside Primary School
-  Griffin Primary School
-  Hillingdon Primary School
-  The Hyde School
-  John Locke Academy
-  Lena Gardens Primary School
-  Parkfield Primary School
-  Pinkwell Primary School





East Anglia

-  Cavalry Primary School
-  Elm Road Primary
-  Eyrescroft Primary School
-  Highlees Primary School
-  Millfield Primary School
-  Nene Infant and Nursery School
-  Ramnoth Junior School
-  Ramsey Junior School
-  Ramsey Spinning Infant School

Future Growth

We are delighted to be welcoming a number of new schools to the Trust over the coming months which will include the creation of a new fourth regional cluster in Northamptonshire.



Vision, values and goals



Vision

The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations.

Our motto, “Where children believe they can because teachers know they can” reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society.

Values

- **FOR CHILDREN:** We help children to discover themselves and aspire beyond any limitations that their context might appear to place upon them. We help them understand that they can be, ‘heroes of their own lives’ building the foundations for healthy and successful lives
- **FOR SCHOOLS:** In addition to the essential functional skills of reading, writing and mathematics, children need to learn how to learn and to believe that they can continue to do so. They must also possess the critical thinking skills to sift fact from fiction to be able to think for themselves, freely and creatively.
- **FOR SUCCESS:** To thrive, whatever their chosen path, children need confidence, curiosity and commitment. We will nurture these attitudes across all their learning experiences.
- **FOR COMMUNITIES:** ‘No man is an island’, children at Elliot schools will be raised with an awareness of the world around them and their role in shaping a better future through volunteering and contributing in their communities.



Goals

- Good is a given – all our children will receive an education that is deemed ‘Good’ or better. All of our schools will be judged ‘Good’ by OFSTED at their first inspection following joining the trust regardless of their starting point or context
- Context is a challenge not an excuse – the Elliot Foundation will achieve above national average for Key Stage 2 outcomes regardless of the deprivation of the communities that we serve
- Primary education should prepare children for life and learning and its success will be measured by the contributions of our children to society not just their performance in tests

Why specialising in primary schools?

We believe there is an urgent need to inject choice into the present converter and sponsor academy arrangements for primary schools and for a partner that understands and focuses exclusively on the unique role of primary education in improving the life chances of all children.

Why minimal intervention?

We demand high performance from our primary academy schools but we recognise that each school's individual journey to success will differ based on its context. Consequently, we encourage diversity of approach and allow local governing bodies the freedom to manage in the best interests of their community unless schools are failing their children.

What services are offered to schools in the Elliot Foundation?

Together with our strategic partners we offer a comprehensive suite of education and business services to our academies including: school improvement, professional and leadership development, finance, HR and payroll, legal, insurance, IT and MIS support, facilities and best practice primary academy estates management.

Our services are led by experienced professionals in their fields and alongside their teams, they offer expert advice and guidance, practical support and a monitoring and review remit to ensure compliance.

Educational Support

Each academy is assigned a Regional Director who provides support, challenge and strategic guidance to build school improvement and secure the Trust's aims of strong and successful outcomes for children.

Each Regional Director works closely with a number of schools in a cluster and this model facilitates our expectation that all of our schools actively support each other and share emergent and best practice for everyone's benefit.

Governance and Policy

The Director of Governance and Policy provides leadership and support to our academies in relation to governance, policy, admissions and other statutory arrangements. We provide challenge and support to local governors and trustees, monitor effectiveness and ensure the structure and practice of governance and policy throughout the Trust continuously improves.

Finance Support

The Finance Team is led by the Finance Director to ensure the management accounting, financial analysis, budgeting, forecasting, statutory reporting and other ad hoc finance related needs for The Elliot Foundation and The Elliot Foundation Academies Trust are met.

The team ensures compliance with the Articles of Association, Master Funding Agreement, Academies Finance Handbook and Charity Commission SORP. They also ensure the integrity of the management and financial accounts, providing support and challenge to the academies as appropriate.

HR Support

A comprehensive HR service is provided to the Trust and all academies within it. A third party provider is currently used to support schools on operational HR matters, enabling the central team to focus on the more complex casework, compliance and strategic project and development work.

Estates Management

The Estates Director provides strategic leadership and support to academies on all matters relating to buildings and estates management and health and safety compliance. This specialist support ensures capital strategy, asset management and project management are effective, legally compliant and best meet the needs of the academies.

Our Golden Rules

The Elliot Foundation is built on positivity. We believe that given a chance people will perform. There is no set 'type', but there are a few norms that we expect you to be aware of:

Show up

We are not a clock-watching organisation. Please don't make us become one. We trust you to put in the hours you are paid to work. We are a charity funded from the public purse. We need to be smarter, faster and more resilient simply to survive.

Be nice wherever and whenever possible

It costs you nothing. When answering the phone announce your name, the organisation's name and some form of greeting. Try to smile when on the phone. It makes you sound more approachable.

Be creative

Don't do something just because you have been told to. If you can see a better way, suggest it. And don't give up if your first idea isn't implemented.

Make work fun

We know it can sometimes be tedious.

Respect your colleagues

People are allowed to be different, as are you!

Trust each other

Trust is earned but start from a position of optimism rather than skepticism.

Keep going

There will be difficult days. When stuff happens and everyone around you seems to be on a different wavelength. Just keep going.

Be a team player... and manage your manager

We are all part of the same gang. If one part fails, we all fail.

Think before you communicate

Think first, talk second, write last. Pick up non-verbal clues, how is the other person feeling? Have they understood? If you have to email, follow TEFAT email protocol

Forgive yourself and others

At least twice a day. We all make mistakes. Admit them and move on. Everyone deserves a chance.

Be prepared to change

If you can do most of the above, you will be part of the solution and not part of the problem. None of us wants to be part of the problem.

HR Business Partner

The HR Team

The HR Team is led by an experienced HR Director who is passionate about ensuring HR plays a pivotal role in school improvement through a solution focussed and aspirational approach. The team works closely with one another and alongside other professional colleagues within the central team, to provide a collaborative approach across the educational and business services.

Each academy is assigned a named HR professional from the central team to partner them, ensuring that we understand the context and needs of our schools and that the HR advice and support provided is tailored appropriately.

This model also enables each HR professional to build strong working relationships and to really make a difference to the schools they are assigned. It also provides a breadth of HR work and responsibilities for each HR Business Partner, which coupled with opportunities for Trust wide project work, provides excellent growth and development opportunities.

The Vacancy

This role offers the opportunity to join the Trust at an incredibly exciting stage of our growth and the ability to shape the HR provision in response to this. More importantly, it provides the postholder with the opportunity to fulfil a role which serves a truly meaningful purpose in improving the education and life chances of the children and young people in our communities.

The HR Director is dedicated to continuous improvement of the HR service and resources available to the academies within the Trust and we are seeking an experienced individual with drive and enthusiasm to work as a valued member of the team to achieve this.

The successful candidate will partner a designated cluster of academies, providing them with comprehensive strategic HR support. The Trust currently uses a third party provider to support the schools with HR administration and operational HR advice and guidance. The HR Business Partner will utilise the third party provider effectively to ensure appropriate levels of support for the academies. However, they will also themselves support the schools on strategic staffing matters and planning and with complex casework.

This model enables each HR Business Partner to also lead on Trust wide projects and development work, providing plenty of opportunities to broaden professional experience and positively impact the organisation as a whole.

The successful candidate will be innovative and positive in their approach. They will have a solution focussed approach to HR with the ability to identify and manage risk effectively and will possess strong stakeholder management skills. In return for a proactive approach displaying drive and ownership, we can offer the opportunity to work alongside highly experienced colleagues within a framework of collaborative leadership, providing opportunities for professional development and growth. No two working days will be the same and hard work goes alongside a sense of fun and comradeship amongst the central team.

Safeguarding Children and Young People

The Elliot Foundation Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Right to work in the UK
- Health
- Identity
- Relevant work qualifications
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- S128 Check (*where relevant*)
- Childcare Disqualification Declaration Check

How to apply

We hope that the information provided is useful and informative. Further detail can be found via our website at www.elliottfoundation.co.uk.

Please forward your CV and a covering letter setting out how your skills and experience make you a suitable candidate for the role to Ruth Dickens, HR Director at ruth.dickens@elliottfoundation.co.uk.

If you wish to arrange an informal discussion with Ruth Dickens in relation to the Trust and/or the specific role, please do not hesitate to make contact via email at ruth.dickens@elliottfoundation.co.uk.

Closing Date: 9am, Wednesday 17th October 2018

Interview Date: Thursday 25th October 2018

Job Description

POST TITLE:	HR Business Partner
GRADE:	10, Points 42-45
RESPONSIBLE TO:	HR Director
DIRECT REPORTS:	None
INDIRECT REPORTS:	None

Purpose of the Role

- Provide strategic and operational HR support to the central functions of the Elliot Foundation Academies Trust (TEFAT), working collaboratively with other central teams and colleagues to do so;
- Provide a comprehensive HR service to a designated cluster of academies, utilising the Trust's external HR front line support provider effectively to do so;
- Support the development and implementation of relevant policies and procedures centrally and within the cluster to ensure effective HR management which models best practice and is compliant with legislation, whilst meeting the business needs of the Trust and academies;
- Support Trust wide HR work and projects, to include contributing to the development and implementation of the TEFAT HR Strategy which supports Trust development and individual academy improvement.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

Alongside other HR Business Partners, support the HR requirements of the central TEFAT office by:

1. Supporting the development of effective central HR systems and processes;
2. Facilitating the recruitment process for new central staff which may include attendance at interview as HR adviser;
3. Producing the Statement of Main Terms and Conditions for new central staff and completing the relevant pre-employment checks;
4. Ensuring new central staff receive a timely and quality induction and probation period, where applicable;
5. Supporting the arrangements and completing any necessary safeguarding checks for central regular visitors, volunteers and contractors;
6. Maintaining personnel files and the Single Central Record accurately and comprehensively in relation to all central staff;
7. Providing HR advice and guidance to Directors and managers as appropriate; including in relation to the application of TEFAT policies and procedures;
8. Supporting the administrative and HR processes in relation to recruitment of Principal posts across the Trust.

Support governing bodies and senior leaders within a designated cluster of academies to ensure effective management of the HR resources by:

9. Working closely alongside the Principals and senior leaders and stakeholders within a designated cluster of academies to lead and manage an effective and efficient HR service to the cluster which is responsive to their business needs;
10. Monitoring strategic HR and management issues in each academy, working collaboratively with the relevant Regional Director/s and other central teams;
11. Overseeing and managing the frontline HR service provided by the Trust's external provider, ensuring quality of provision and acting as the initial central HR contact for issues and escalations;
12. Providing HR advice and support in relation to recruitment matters;
13. Providing HR advice and support to governors, Principals and senior leaders as appropriate, including in relation to restructure processes and complex matters;
14. Delivering training and regular update sessions to school based staff such as Business Managers.

Alongside other HR Business Partners, support the activities of TEFAT's National Joint Committee and other Trade Union forums by:

15. Preparing and distributing the agendas;
16. Attending NJC meetings and other trade union forum meetings and taking and distributing the minutes;
17. Assisting with the regular review of existing policies and drafting new ones and facilitating the appropriate staff and trade union consultation;
18. Facilitating general communication and positive working relationships with trade unions.

Support effective communication between the Trust and academies by:

19. Reporting and providing other relevant information in relation to HR matters within a designated cluster of academies to the HR Director and wider Trust Operations Group;
20. Preparing and issuing regular advice notes to academies in relation to HR developments, changes in legislation and other issues;
21. Acting as an ambassador for the HR intranet, ensuring it is accurately maintained and the functionality is effectively communicated and promoted to academies. Contributing to the review and continual development of the HR intranet;
22. Assisting in the development of a suite of procedures, guidance notes and tool kits to assist academies in the day to day management of HR matters.

Support onboarding schools with the process of conversion from school to academy and the development of new academies by:

27. Assisting in the provision of advice and support to relevant Principals and senior leaders in relation to the HR process and requirements;
28. Assisting with the staff TUPE process, including conducting appropriate due diligence exercises and consultation with staff and trade unions;
29. Assisting with the identification of relevant measures and the facilitation of any necessary communications and documentation to be provided;
30. Providing support to any necessary staffing structure development and related consultation activities;
31. Liaising with relevant internal and external parties as necessary, including the local authority and other central teams as appropriate;
32. Supporting the managed transfer of HR support from a local provider to the TEFAT HR provider during conversion, if applicable.

Contribute to key strategic HR matters by:

33. Contributing to the development of the Trust wide HR function, including leading and delivering Trust wide HR projects and targeted work as identified with the HR Director, supporting the implementation in academies if applicable;
34. Contributing to the development of a rolling HR priority plan focussed on business need of the Trust and individual academies.

Key Performance indicators

- High quality service provision to TEFAT and designated cluster of academies, evidenced through HR outcomes and feedback;
- Proactive contributions to the development of policies, procedures and communications;
- Successful planning, implementation and review of Trust wide projects

Key Relationships (Internal and External)

- Director of HR and HR Team colleagues;
- TEFAT Directors and senior leaders;
- Academy governors and other local stakeholders and partners;
- Academy Executive Principals, Principals and Business Managers;
- Department for Education;
- Local Authorities;
- Trade Union representatives;
- External HR and payroll provider.

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification - HR Business Partner

	Essential	Desirable
Education and Qualifications		
Educated to degree level or equivalent	<input type="checkbox"/>	
CIPD or equivalent	<input type="checkbox"/>	
Knowledge and Experience		
Strong knowledge of employment legislation	<input type="checkbox"/>	
Substantial and successful experience working in an HR environment providing employee relations advice	<input type="checkbox"/>	
Sound knowledge of best practice HR procedures and processes	<input type="checkbox"/>	
Experience of working within the education sector		<input type="checkbox"/>
Knowledge of data protection legislation		<input type="checkbox"/>
Experience of liaising with outside agencies, stakeholders or other professionals	<input type="checkbox"/>	
Experience of working successfully with trade unions and professional associations		<input type="checkbox"/>
Professional Skills		
Excellent organisational skills	<input type="checkbox"/>	
Proven ability to work under pressure, prioritise and respond to deadlines	<input type="checkbox"/>	
Ability to make sound judgments and work effectively under conflicting demands	<input type="checkbox"/>	
Excellent inter-personal skills with the ability to communicate effectively with a broad range of audiences	<input type="checkbox"/>	
Excellent written and oral communication skills	<input type="checkbox"/>	
Good IT skills (Google Suite, Word, Excel, use of databases, etc.)	<input type="checkbox"/>	
Ability to work on own initiative with a proactive approach	<input type="checkbox"/>	
Personal Qualities		
Self-motivated, with a 'can do' approach to problem solving	<input type="checkbox"/>	
Ability to learn quickly and effectively	<input type="checkbox"/>	

Flexible, mature and balanced approach	<input type="checkbox"/>	
Reliable, enthusiastic, committed	<input type="checkbox"/>	
Ability to form and maintain appropriate professional relationships	<input type="checkbox"/>	
Have a willingness to demonstrate commitment to the values and behaviours which flow from the Elliot Foundation ethos	<input type="checkbox"/>	
Ability and willingness to travel within England to visit academies and other sites as appropriate	<input type="checkbox"/>	