



Co-op Academy
Southfield

Academy HR Lead Candidate Pack

(June 2024)

Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Co-op Academy Southfield is an inspiring place to work and learn, as part of the Co-op Academies Trust, Southfield aims to secure excellence in all aspects of its work. It is one of thirty schools in the Trust, and one of three Special Schools. All schools in the Trust demonstrate a strong commitment to cooperative values and principles. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for students and use them to drive up academic standards further. The Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities it serves.

Our academy offers an outstanding, inclusive and inspirational learning experience for pupils aged 11-19 with a wide range of complex educational and medical needs. The academy is designated for up to 360 pupils and students with Severe Learning Difficulties, Profound and Multiple Learning Difficulties and Autistic Spectrum Disorder.

We have an exciting opportunity for an experienced Senior HR Generalist to be responsible for our HR division here at Co-op Academy Southfield as an Academy HR Lead. The successful candidate will ensure an efficient HR service, coordinate recruitment activities and have responsibility for the line management of the HR Administration colleague(s).

The role will involve working 37 hours a week, all year round on a 12 months minimum fixed term maternity cover contract (potentially 14 months) with some flexible working arrangement and possibility of some hybrid working

The role will include:

- To support the Academy's implementation of the Trust's HR policies and procedures through the management of ER casework, liaising effectively with trade union representatives. and escalating cases to the Regional HR Manager when appropriate.
- To coach and advise the Academy's leadership team and middle leaders through HR processes and procedures.
- To manage the Academy's recruitment procedures, ensuring effective and efficient administrative support and the completion of onboarding processes in line with KCSiE and safer recruitment legislation.
- To oversee the Academy's HR service delivery, ensuring processes and systems are robust to achieve accuracy and compliance with key employment legislation.
- To support managers with employee attendance and wellbeing activities in line with the Trust's supporting attendance procedure and OH advice
- To be a proactive member of the Academy HR team by participating in regular meetings, attending training and working to continually improve processes and systems.

You'll have successful experience of:

- CIPD Level 5 Diploma in HR Management or equivalent
- Experience of working in an HR Advisory position managing ER case work
- Experience of undertaking HR improvement projects and reviewing HR processes.
- A commitment to improving colleague experience
- Excellent organisational skills and an ability to prioritise competing demands

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Marie Harper, our Staff Development Manager:

marie.harper@coopacademies.co.uk

You may also contact our Southfield recruitment team on sthf.recruit@coopacademies.co.uk for further information

Completed applications should be submitted via the TES recruitment portal
<https://www.tes.com/jobs>

Best wishes,

Victoria Clough | Head of School

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description

Academy HR Lead Co-op Academy Southfield

Salary: PO1 SCP 27 - 30

Hours: 37 hours per week, all year round

Type: 12 months fixed term (minimum) maternity cover

Location: Bradford, West Yorkshire

Start date: July 2024 or as soon as possible

Purpose of the role

To be responsible for the delivery of an effective and efficient HR service for Co-op Academy Southfield through the coordination of HR and Recruitment activities and line management of HR Administration colleague(s).

Under the direction of the Regional HR Manager, to support the implementation of the Trust's HR policies and procedures, leadership development and the delivery of the Trust's HR strategy in line with school improvement priorities.

Reports to: Staff Development Manager

Key Relationships

The HR Team

Staff Development Manager

Regional HR Manager

Senior Leadership Team

Wider HR team across Co-op Academies

The school Business Team which is shared with Co-op Academy Grange (which shares the site)

Staff of Co-op Academy Southfield.

Key Accountabilities (and specific duties/responsibilities)

- To support the Academy's implementation of the Trust's HR policies and procedures through the management of ER casework, liaising effectively with trade union representatives. and escalating cases to the Regional HR Manager when appropriate.
- To coach and advise the Academy's leadership team and middle leaders through HR processes and procedures.
- To manage the Academy's recruitment procedures, ensuring effective and efficient administrative support and the completion of onboarding processes in line with KCSiE and safer recruitment legislation.
- To oversee the Academy's HR service delivery, ensuring processes and systems are robust to achieve accuracy and compliance with key employment legislation.
- To support managers with employee attendance and wellbeing activities in line with the Trust's supporting attendance procedure and OH advice.
- To support the Regional HR Manager with the production of reports demonstrating key HR data and metrics for the consideration of Senior Leadership colleagues.
- To issue high quality HR correspondence related to casework with attention to detail.
- To manage the creation of and variations to employee records on the Academy's HR system in line with payroll procedures.
- To be responsible for ensuring all mandatory pre-employment checks and safeguarding checks are undertaken in line with Statutory Legislation and Guidance, Ofsted, KCSiE, Agency Workers Regulations, DBS and all Trust policies.
- To oversee the maintenance of the Academy's Single Central Records for employees and regular visitors.
- To contribute to a relevant and differentiated programme of induction for staff at all levels
- To lead the process of exit interviews, collate findings and provide Senior Leadership with timely and accurate data to inform next steps/action planning
- To support the Academy's period reporting responsibilities - i.e. School Workforce Census.
- To work effectively with ICT packages including Arbor, EduPeople, Google Sheets, Google Docs, Microsoft Word and Microsoft Excel.
- To monitor the implementation of the Trust's HR policies and procedures, i.e. return to work, PPDR and induction meetings.
- To oversee the coordination of on-site HR and safeguarding training delivery.
- To be responsible for the wellbeing of colleagues by supporting the OH referral process and the Academy's colleague wellbeing activities.
- To line manage the Academy's HR Administrator, including completion of Performance and Professional Development Review.
- To be a proactive member of the Academy HR team by participating in regular meetings, attending training and working to continually improve processes and systems.
- To comply with policies and procedures relating to equal opportunities, child protection, health and safety, security and confidentiality, reporting all concerns immediately
- To keep abreast of relevant legislation and best practice through continuous personal and professional development.
- To undertake other duties commensurate to the post and grade as required by the Department.

Other

- Co-op Academy Southfield expects all employees to uphold the duty to safeguard and promote the welfare of learners.
 - The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.
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Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Person Specification

Academy HR Lead Co-op Academy Southfield

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

	All attributes are essential, unless indicated below as 'desirable'	How identified
<p>Qualifications</p> <ul style="list-style-type: none"> English and Maths GCSE at Grade C/4 or equivalent CIPD Level 5 Diploma in HR Management Safer Recruitment trained 	Desired	App App App
<p>Experience</p> <ul style="list-style-type: none"> Experience of working in an HR Advisory position managing ER case work Experience of working with trade unions Experience of working with a range of stakeholders Experience managing competing priorities in a fast paced environment Experience of undertaking HR improvement projects and reviewing HR processes. Experience within an education environment or working with local government terms and conditions Experience of using HR and payroll systems Experience of line management Experience of managing the School's Single Central Record system 		App App App SP App App App App
<p>Knowledge</p> <ul style="list-style-type: none"> Strong understanding of employment legislation Good understanding and knowledge of KCSIE and Safer Recruitment practices An awareness of Teachers terms and conditions A good understanding of safeguarding and promoting the welfare of children and young people 		App App/ SP SP App/SP

Personal Qualities		
<ul style="list-style-type: none"> • A commitment to improving service delivery • A reflective practitioner, committed to continuous professional development • Confident with stakeholder management • A commitment to improving colleague experience • Excellent organisational skills and an ability to prioritise competing demands • Evidence of ability to work as part of a team and an understanding of personal accountability • An ability to adapt information for communication to a range of audiences • A commitment to equality and inclusivity • Flexibility and adaptability to change • Co-op Academy Southfield expects all employees to uphold the duty to safeguard and promote the welfare of learners 	Desirable	SP SP App/ SP App/SP SP SP App/ SP SP App/SP

Role would ideally suit someone who is:

- Passionate about improving colleague experience in an educational environment delivering the best possible outcomes for the academy
- A confident, highly motivated and efficient individual who has a flexible approach to their work
- Able to manage conflicting work priorities, uses flexibility and can adapt to changing demands
- Genuinely interested in the safeguarding of our learners and the welfare of our learners and colleagues through the through implementation of safer recruitment practices
- Able to build strong networks, influence and build collaborative relationships
- Interested in and sympathetic towards co-operative values and co-operative education

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Local government pension scheme and recognised continuous service;
- Co-operative flexible benefits, including cycle to work and 30% Co-op discount and 10% from non-branded products. Discount on Co-op services (insurance & legal)
- Season ticket and rental deposit loans
- Free flu vaccine and eye tests with money towards glasses
- Free access to our confidential 24/7 Employee Assistance Programme;
- Access to Wisdom - our Health & Wellbeing app to support your wellbeing on the go
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing CPD

How to apply

To apply please complete the TES application form on the TES recruitment portal on <https://www.tes.com/jobs> All completed applications should be submitted via TES.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Marie Harper - Staff Development Manager - on marie.harper@coopacademies.co.uk or our recruitment team on sthf-recruit@coopacademies.co.uk

The closing date for applications is: 9.00am, Tuesday 25th June 2024

Interview timetable

Shortlisting will take place: Week ending 28th June 2024

Interviews will take place: July 2024 - date to be confirmed

Shortlisting communications will be sent to candidates from our Academy's recruitment email sthf-recruit@coopacademies.co.uk

Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academy Southfield,
Haycliffe Lane, Bradford, BD5 9ET

southfield.coopacademies.co.uk

Telephone: 01274 779662

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.