



THE HOWARD
Academy Trust

Candidate Briefing Pack

Senior HR Officer





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



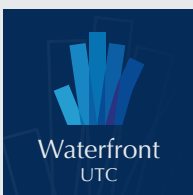
Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
468 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
250 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust



Job Description

Post:	Senior HR Officer
Location:	Trust Central Team
Function/Department:	HR
Grade/Salary:	NJC B2 points 26-29 £32,909 - £35,411.
Responsible to:	Head of HR

Core Purpose and Scope

Under the direction of the Head of HR, the post holder will carry out Advisory and Operational HR activities, providing clear and consistent advice, guidance, and professional support to THAT senior leaders, both centrally and within the individual schools. The postholder will undertake responsibilities as a key member of the Central HR Team

THAT Vision & Values

The THAT Vision statement is “working together to create a community of successful learners”
As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity.
- Regular opportunities for collaborative CPD to ensure best practice across academies.
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust.
- Each academy is a hub for its local community and families.
- Facing outwards and working in collaboration with other organisations and stakeholders.
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities

- Deputise for Head of HR as and when required.

Advisory

- Advise Heads of School / Trust SLT and appropriate Line Managers on, and support with case management relating to Discipline, Grievance, Capability, Change Management, TUPE.
- Lead on Trust wide Absence Management including referrals to Occupational Health.
- Support with reviewing and implementing HR policies.
- Complete HR project work as and when required.

Operational

- Oversee HR Officer and HR Apprentice daily tasks.
- Responsible for a cluster of Trust schools HR administration including issuing offer letters, contracts and variations - and managing the employee lifecycle.
- Monitor completion of SCR tracker for all users.
- Maintain SCR tracker for own schools.
- Maintain HR MIS for own schools.
- Maintain HR inbox categorised tasks.
- Deal with all pensions administration for own schools including starters, leavers and estimate paperwork.
- Oversee pensions administration for HR Officer schools.
- Complete school workforce census.
- Support with payroll checking.
- Support with employee pay queries.
- Compile any information required by the Trust's auditors.
- Produce reports as required by Trust SLT and / or Head of Schools.

Recruitment

- Oversee and quality assure HR Apprentice completion of adverts ensuring compliance.
- Assist with recruitment during busy periods or in the absence of the HR Apprentice.

Resources

- Be able to competently operate relevant equipment/ICT packages (e.g., MS Office, internet, HR MIS, Arbor, E-mail, Teams).

Additional Duties

- All staff, with support of the base location academy's DSL, have a responsibility for providing and safeguarding the welfare of children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.
- Any other tasks as deemed necessary and appropriate by the Head of HR.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Head of HR.

An enhanced DBS check will be required for this post. The job description is current at the date of appointment, but, in consultation with you, may be changed by the Head of HR to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • CIPD Level 5 • Good general education - Math and English GCSE Grade C or above • Good ICT skills • Evidence of continual CPD 	
Experience	<ul style="list-style-type: none"> • At least 5 years proven experience in HR. • Experience in an advisory capacity - advising at senior leader level across all ER areas. • High level experience of HR Operational work end to end processes. • Experience of Recruitment • Experience of reviewing and maintaining policies • Experience of directing others and of overseeing an operational workload within a team 	<ul style="list-style-type: none"> • Experience of working in the Academy or Schools Sector • Basic payroll knowledge and experience • Basic pension administration knowledge and experience
Knowledge and skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Word and Excel • Experience of using an HR MIS • Excellent ICT skills • Able to work with a high degree of accuracy, with attention to detail 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impacts on morale, high expectation and high standards
Personal qualities	<ul style="list-style-type: none"> • Excellent communication skills including written and oral. • Able to work well under pressure. • Excellent organisational skills • Able to work accurately and with attention to detail. • Ability to work on own initiative. • A desire for personal development • Able to lead and inspire others. • Flexible • Driven • Keen to grow, learn and an ambassador of continuous improvement. • Natural problem solver • Positive approach to work and challenges 	