



Regional HR Business
Partner (East Region)

Application Pack

Home Based with regular
travel to academies



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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Job Description

Job Description

Regional HR Business Partner

To deliver a proactive, effective and efficient HR service ensuring that strategies are in place to balance the needs of individual academies whilst supporting the delivery of ATT's strategic objectives. The post-holder will be required to work autonomously, with the confidence to challenge, deliver and problem solve with little supervision. The post-holder will have specific responsibility as the appointed Regional HR contact for a number of academies within the trust. You will also have overall strategic oversight as well as operational responsibilities.

Key Responsibilities:

- Effectively lead and develop the provision of HR services at both a local academy and Trust-wide level, responding to people issues as appropriate
- Effectively lead, develop and manage a team of a team of HR administration staff to effectively maximize performance and exercise good people management practices
- To act as a coach and mentor to principals, senior leaders and HR Administrators, supporting them to identify development needs and opportunities so that they can be the best version of themselves
- Provide high quality, professional advisory services to Principals, Managers and Local Governing Body (LGB) members. This will include:
 - provision of advice to Principals, Managers and LGB members on employment practices, pay and conditions of service, and legal and best practice implications of employment and people issues;
 - advising and supporting on a wide range of HR issues, including discipline, capability, absence and grievance, together with attendance at meetings;
 - leading on change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the organization and consistent with their legal obligations;
 - establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment
- Support the Director and Deputy Director of People Strategy in the development, implementation and proactive monitoring of HR strategies, policies and procedures, with particular focus on the impact on academies within the postholders region.
- Lead on local trade union consultations and negotiations
- Work collaboratively with a range of internal and external partners to identify scope for coordinated approaches to delivery of HR services to academies

- Effectively use HR data and metrics to underpin best practice and effective people management and planning across the region and to influence decision making.
- Support the recruitment and selection activities in the region for each academy, in order to attract the best talent for our academies and ensuring best practice and compliance
- Oversee the payroll administration undertaken by the HR administrators and supporting them with payroll related queries
- Support, promote and contribute to the ATT Institute and local Academy's learning and development activities, identifying learning and development needs and appropriate development strategies, including the design and delivery of customised HR training and coaching.
- Support academies to have the capability and capacity to manage HR issues effectively at academy level
- Provide consistent, open and ongoing communication on all HR issues
- Lead on a designated HR project area, taking responsibility for Trust wide development and implementation of this, including accountability for own CPD in this area. Develop documentation, training and development relating to the designated portfolio area based on changes to legislation and sector direction/initiatives
- Support the Director and Deputy Director of People Strategy with the development of the HR service and HR project work through the development of innovative ideas, approaches or insights that further improves internal processes
- Keep abreast of HR best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of HR activities and functions
- To keep abreast of sector developments and changes in order to ensure that advice is compliant, and sector focused
- Undertake the duties and responsibilities within the broad remit of ATT's policies and procedures.

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

04. Person Specification

Person Specification

Regional HR Business Partner

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> Educated to degree level or commensurate significant experience 	<ul style="list-style-type: none"> CIPD qualified to level 7 or working towards 	<ul style="list-style-type: none"> Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> Up-to-date knowledge and understanding of human resources best practice Deep understanding of the practical application of employment law Knowledge and understanding of key human resources processes Demonstrable, successful experience leading on human resources, including interpreting and applying terms and conditions of service and contracts of employment Experience in a role with similar level of strategic responsibility and scope. Experience in a role operating over multiple sites and/or alongside multiple stakeholders, in a fast paced and regulated sector. Significant and sound experience of managing and bringing to a successful 	<ul style="list-style-type: none"> Knowledge and understanding of key educational issues Experience of working in HR in schools and academies Demonstrable successful experience of leading a team of HR professionals 	<ul style="list-style-type: none"> Application Form/Interview

	<p>conclusion complex and contentious human resources casework and litigation, including discipline, grievance, capability, harassment and settlements.</p> <ul style="list-style-type: none"> • Ability to work both independently and collaboratively to review, develop and implement effective human resources policies and procedures • Proven ability to analyse and interpret complex information and prepare and deliver briefings, reports and presentations. • Proven ability to successfully implement impactful interventions and strategies to address areas of concern and/or risk factors. • Demonstrate successful experience promoting and implementing diversity, equity and inclusion considerations in all aspects of Human Resources Management including organisation development • Successful experience working collaboratively on change management initiatives and projects 		
Competencies	<p>Leadership:</p> <ul style="list-style-type: none"> • Communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support • Strong people management skills, with highly developed interpersonal and motivational skills • Manage conflicting priorities, both individual and team, to achieve stretching objectives • Strong project management, organisational and planning skills <p>Working with people:</p> <ul style="list-style-type: none"> • Inspire confidence among Principals and senior colleagues 	<ul style="list-style-type: none"> • Strong business acumen and contextual awareness 	<ul style="list-style-type: none"> • Application Form/Interview

	<ul style="list-style-type: none"> • Work effectively with a broad range of stakeholders and partners • Listens well, communicates clearly and fluently • Demonstrable significant experience of mentoring, coaching and developing skills with a team of HR professionals <p>Delivering Results:</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Delivers positive business outcomes • Make sound judgements and assess potential problems at both strategic and operational level • Business aware with strong commercial acumen and a creative approach • Use discretion intelligently, resourceful and solution-oriented <p>HR Acumen:</p> <ul style="list-style-type: none"> • Drive and enthusiasm for delivering a quality HR service that consistently produces positive and business focused outcomes • Ability to be creative and analytical in order to develop flexible solutions to HR issues • Customer driven, pragmatic, action-oriented style • Professional integrity and resilience • Business aware and creatively apply HR and commercial acumen • Thrives in fast paced, and often ambiguous environments 		
Values	<ul style="list-style-type: none"> • Personal vision is aligned with ATT's high aspirations and expectations of self and others • Genuine passion and a belief in the potential of every student • Motivation to continually improve standards and 		<ul style="list-style-type: none"> • Application Form/Interview

	achieve excellence above norms.		
Other requirements	<ul style="list-style-type: none"> • Demonstrates integrity • Willing to travel • Promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils • This post is subject to an enhanced Disclosure and Barred Service check 		<ul style="list-style-type: none"> • Application Form/Interview



05. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment

06. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



07. How to Apply

Regional HR Business Partner

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status:

28 hours per week
All Year Round

Salary:

NJC Point 42 – 46 – Actual Salary £40,455.96 - £43,577.47 (£53,460 - £57,585 FTE)

(Actual Salary £41,007.64 - £44,129.15 (£54,189 FTE - £58,314 FTE) - NJC Fringe Scale if applicable)



Closing Date:

9am on Friday 13th February 2026

Start Date:

March 2026



Interviews:

Thursday 26th February 2026

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



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