



Senior HR Advisor

# Recruitment Pack



Nurturing inclusive learning communities

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## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of Senior HR Advisor at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy and we have high aspirations for future growth.

Thank you for your interest in Ethos Academy Trust and we will look forward to receiving your application.



Chris Davis  
CEO, Ethos Academy Trust



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## HR OPERATIONS MANAGER WELCOME

Dear Applicant,

We are delighted that you are considering joining our organisation. This job pack has been designed to give you a clear understanding of who we are, what we value, and what you can expect from working with us.

The Central Team is based in Kirklees, West Yorkshire, and is located at Reach Academy. Some travel will be required as part of this role to visit our academies, and you will work closely with colleagues across the Trust.

As a Senior HR Advisor, you will work in close collaboration with the HR Lead to provide professional HR advice and support across the full employee lifecycle. This includes talent acquisition, onboarding, induction, staff development, employee relations, staff engagement, and wellbeing. Your contribution will play a vital role in helping us maintain a positive, inclusive and supportive working environment where every colleague can thrive.

Inside this pack you will find key information about the role, our culture, employee benefits and the opportunities available to you as part of our team. We hope it gives you a strong sense of what makes our workplace special and why we are excited about the possibility of welcoming you on board.

I would like to thank you for your interest in Ethos Academy Trust, and I look forward to receiving your application.

*JBurton*

Jane Burton  
HR Operations Manager





Nurturing inclusive learning communities

**Ethos College** provides long-term full-time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted, and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



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**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



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**Elements Academy** opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental health (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



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**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. All pupils attending the academy have an Educational Health Care Plan (EHCP) in place. Our nurture principles underpin our practice and ensure that we meet the individual needs of every pupil. We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



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**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) with SEMH needs. All pupils attending the academy have an Education, Health and Care Plan (EHCP). We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have extremely high expectations and achieve good academic progress across the curriculum with an emphasis placed on improving pupils' reading, writing and maths skills through personalised and creative learning opportunities.



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**Enrich Academy** is a well-established education provision for Key Stage 4 students (aged 14-16), specialising in supporting students with Social, Emotional and Mental Health (SEHM) needs as well as supporting young people aged 14-16 who are unable to attend a mainstream setting. Our nurture-based philosophy underpins our practice and ensures that we meet the individual needs of every student.

At Enrich Academy, our aim is to provide a caring, stimulating, safe and welcoming environment where learning is enjoyable. We also ensure our teaching is personalised to the needs of students by customising the curriculum to challenge ability and raise aspirations.

We aim to improve student wellbeing and the life chances of our young people, and all our students are supported to fulfil their individual potential whilst developing the confidence and skill required to succeed in post-16 education, employment or training.

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## TRUST MISSION

Ethos Academy Trust is uniquely positioned with a clear strategic focus on Social Emotional and Mental Health and wider Special Educational Need provision. Our Academies are nurturing and inclusive communities, underpinned by a genuine value led culture where pupils and staff thrive and grow to their full potential.

## OUR CORE VALUES

 <h3>Leading</h3> <p><b>with integrity</b></p> <ul style="list-style-type: none"><li>• Championing honesty and transparency</li><li>• Building trusting relationships</li></ul>	 <h3>Encouraging</h3> <p><b>freedom and responsibility</b></p> <ul style="list-style-type: none"><li>• Working collaboratively</li><li>• Investing in effective partnerships</li></ul>
 <h3>Thinking</h3> <p><b>innovatively</b></p> <ul style="list-style-type: none"><li>• Finding creative solutions</li><li>• Meeting individual needs</li></ul>	 <h3>Improving</h3> <p><b>continuously</b></p> <ul style="list-style-type: none"><li>• Raising standards</li><li>• Developing strong and effective leaders</li></ul>
 <h3>Celebrating</h3> <p><b>achievement</b></p> <ul style="list-style-type: none"><li>• Improving academic progress</li><li>• Enriching personal development</li></ul>	 <p><b>ETHOS</b> ACADEMY TRUST</p> <hr/> <p>Nurturing inclusive learning communities</p>

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## WHY WORK FOR THE TRUST?

Ethos Academy Trust spans West and South Yorkshire, with all our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

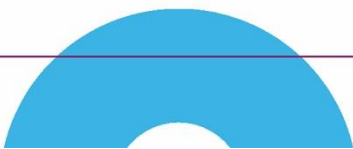
At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all the children and young people within our community at the heart of what we do. Our staff are pivotal in this and in recognising, achieving and bringing to life our vision and values.


As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

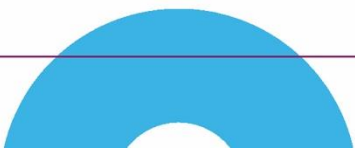
Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- A chance to work at a unique Trust with a clear direction and commitment to working with Social Emotional and Mental Health need and wider SEND pupils.
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- Opportunities to collaborate with colleagues across academies and within the Central Trust teams and other Multi Academy Trusts on a local and/or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to Teacher and Local Government Pension Schemes.
- Access to 24/7 Employee Assistance Programme which includes counselling and physiotherapy services.
- All staff have 1:1 sessions with their managers every half term and complete a Wellness Action Plan at least annually.
- All staff are required to have an annual appraisal.
- We recognise and reward staff who have gone over and above with our half termly values driven staff awards.
- Opportunity to have your say and to contribute to Academy related developments via annual staff survey, regular “pulse” surveys and Academy Liaison Groups.



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- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted shopping.
  - Additional day off after 5 years' service with the Trust
  - Local agreements for corporate access to gyms and other leisure facilities.





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust thirteen years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification. More recently I was able to complete training to become a SENDCo and I am currently SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS**, SENDCO - REACH ACADEMY

During my 8 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role, I became a member of the Senior Leadership Team at Ethos College and was supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice. From January 2024, I moved to the position of Head of School at Reach Academy.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE**, HEAD OF SCHOOL - REACH ACADEMY



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## ADVERT FOR SENIOR HR ADVISOR

Senior HR Advisor

Grade 10 (NJC 27-30)

37 hours per week, working term time plus 10 days

Permanent

Full time salary - £38,220-£40,777

Actual salary - £34,177 - £36,464

Closing date – Thursday 14 May at 9am - We reserve the right to close this vacancy early if we receive sufficient applications of a suitable standard.

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint a Senior HR Advisor to join our passionate and hardworking team at Ethos Academy Trust.

If you are looking for a new and rewarding challenge in education and you are committed and passionate to making a difference, then we look forward to hearing from you.

Closing date: Thursday 14 May at 9am

We reserve the right to close this vacancy early if we receive sufficient applications of a suitable standard.

Interview date: Either 20 or 21 May 2026

If you require further information or would like to arrange a visit, please contact Jane Burton – [jburton@eat.uk.com](mailto:jburton@eat.uk.com) (07538108494)

You can apply for the vacancy at


<https://www.eat.uk.com/recruitment-portal/current-opportunities/>

### Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

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## SENIOR HR ADVISOR JOB DESCRIPTION

<b>Job title</b>	Senior HR Advisor
<b>Location</b>	Reach Academy, Batley (Trust Central office) but a requirement to work across the Trust
<b>Hours</b>	37 hours per week Term time plus 10 days
<b>Reports to</b>	HR Manager
<b>Staff responsible for</b>	No staff responsibility
<b>Closing Date</b>	Thursday 14 May at 9am We reserve the right to close this vacancy early if we receive sufficient applications of a suitable standard.
<b>Salary/Grade</b>	Grade 10 (NJC 27-30) Full time salary - £38,220-£40,777 per annum Actual salary - £34,177 - £36,464 per annum
<b>Job Purpose</b>	To provide proactive, hands on, high level professional and operational support to schools within the Trust in line with key policy and legislative guidelines to provide a comprehensive, professional and customer focused HR service.

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## KEY OBJECTIVES AND ACCOUNTABILITIES

### Main Duties

- Support Managers with employee relations across the Trust including assisting Managers to reduce and de-escalate disciplinary, grievance and absence issues, ensuring positive working relationships and outcomes across the Trust.
  - Support Managers/Leaders through employment relations cases (such as capability, disciplinary, absence etc).
  - Advise and minimise risk to the Trust through a variety of methods.
  - To assist with and to monitor an effective absence management procedure, taking the lead where required or providing guidance to Managers when managing the process.
  - Assist with the implementation of Trust HR policies and support communication updates across the Trust.
  - Write, implement and review new and existing Trust policy and procedures.
  - Support the Trust to identify training needs and deliver training courses to support up-skilling for Leaders/Managers and to raise awareness of people management issues and HR policy/procedures.
  - Support the HR Leads and the wider Executive Team to manage the wellbeing of all staff, to ensure that they are supported in accordance with policies and procedures.
  - Assist with the onboarding of new schools into the Trust and the TUPE process.
  - Manage the HR recruitment electronic system.
  - Support Academies with recruitment, assisting with the drafting of job packs and ensuring correct contractual documentation is issued as well as quality assuring checks carried out by Academies in relation to successful candidates.
  - Produce HR letters and ensuring that all communication on behalf of the Trust and individual schools is consistent, accurate and professional.
  - Assist with the development and implementation of a robust Safer Recruitment Strategy.
  - To contribute towards a standardised approach to recruitment and induction including providing advice and guidance to Academies on recruitment pieces to support the Trust's aspiration to become an employer of choice.
  - To assist in ensuring that a consistent induction process is developed and implemented across the Trust for new starters, promotions, secondments and redeployments.
  - Carry out exit and induction interviews with incoming and outgoing staff across the Trust.
  - Assist with salary, benefit and pension calculations and queries, working closely with the Finance Manager to ensure accurate an accurate payroll.
  - Responsibility as a primary user to ensure the HR Information System (Every) is accurate.
  - Assist in the production of reports and data checks to support key decisions/projects and advise on employment issues including absence, retention and organisational change across the Trust.
  - Undertake specific HR projects and provide effective project planning supporting the HR strategy and continually add value.
  - Support the HR Leads with creating and maintaining effective working
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relationships with Trade Unions and Professional Associations through effective and productive consultation processes.

- Keep an up-to-date professional development and knowledge to ensure the latest law, guidance and practice is implemented for current policy and practice.
- Attend meetings with the Trust, as its academies and external events as required
- Share expertise and skills with others
- Undertake any other duties as directed including working at different locations to provide business continuity and to enable the HR team to fulfil Trust needs.

## **General**

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the Trust
- Maintain confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information; processing personal and sensitive information in accordance with Data Protection and GDPR guidance
- Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
- Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act
- Demonstrate day to day commitment to the Trust's vision, mission and core values.
- Carry out such reasonable additional duties as may from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.



## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
<b>Knowledge, Education and Training</b>	To hold CIPD qualification level 5 with a minimum of 3 years' experience.	E
	Up to date knowledge of employment law	E
	Knowledge of terms and conditions relating to Teachers and Support Staff in schools	D
<b>Relevant Experience</b>	Proven experience of working at an HR Advisor with the ability to build relationships and influence people.	E
	Experience of working across multiple sites.	D
	Experience of carrying out and leading on a variety of HR meetings including disciplinaries and absence management	E
	Experience of delivering operational requirements in a unionised environment	D
	Proven ability to interpret and provide advice to managers on a diverse range of HR issues including employment law and conditions of service	E
	Experience of using online HR/recruitment systems	D
	Experience of providing HR advice in an educational setting	D
	Understanding of best practice regarding safeguarding, child protection, safer recruitment and safeguarding policies and procedures	D

<b>Aptitudes, Skills and Competencies</b>	Demonstrate enthusiasm for, and commitment to, the role; showing reliability, integrity and passion	E
	Excellent written and verbal communication skills	E
	Ability to work within relevant policies, legislation and codes of practice	E
	Ability to engage and motivate and relate to staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school/Trust life	E
	A solution-based and collaborative approach to problem solving	E
	The ability to develop, maintain and use an effective network of HR and school contacts	E
	Ability to work calmly and effectively under pressure, prioritise workload and consistently meet deadlines	E
	Be able to develop and maintain effective professional relationships with all members of the school community and outside agencies	E
	Be approachable, accessible and flexible	E
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	E
	Computer literate, with a working knowledge of MS Word and Excel	E
	<b>Any additional factors</b>	Act as a role model and represent the Trust professionally, both internally and externally
Commitment to ongoing personal training and development		E
Knowledge of equality of opportunity issues and how they can be addressed in Trusts		D

	Full driving licence with business insurance	D
	Willingness and ability to travel within the Trust in a cost and time effective manner	E
	Willingness to work outside of normal Trust hours on occasion	E
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and annually. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process	E

### Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2024, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

### GDPR

A copy of our Privacy Notice is available via our website: [www.eat.co.uk](http://www.eat.co.uk)



Nurturing inclusive learning communities

Ethos Academy Trust  
c/o Reach Academy  
Field Hill Centre  
Batley Field Hill  
Batley  
WF17 0BQ

