

# CANDIDATE INFORMATION PACK

SENIOR PEOPLE  
& CULTURE  
ADVISER



[HCAT.UK](https://www.hcat.uk)



# WELCOME FROM OUR CEO

Thank you for your interest in joining Hull Collaborative Academy Trust (HCAT). We are delighted that you are considering becoming part of our diverse and thriving community of schools.

At HCAT, we are driven by our Children First ethos, ensuring that every decision we make is rooted in helping our children flourish.

We are proud to be a vibrant and progressive trust that nurtures pupils and staff alike. Our restorative practices are embedded across all aspects of Trust life, strengthening relationships and fostering belonging.

Since our formation in 2013, we have built a strong reputation for providing 'Quality First' teaching and outstanding support to schools across our community.

We appreciate your interest and hope this pack gives you a clear sense of who we are and what we believe in.

**Estelle MacDonald OBE**  
**Chief Executive Officer, HCAT**



# ABOUT HCAT

The HCAT family of schools is made up of 15 primaries and 1 secondary. They can be found across Hull, the East Riding of Yorkshire and North Yorkshire, representing diverse communities across the region.

We work collectively with families, employees, and partners to ensure every child receives the best education possible. The Trust currently consists of:

6,310  
Pupils

412 Teaching  
Staff

661 Support  
Staff

## We are committed to:

- Providing Quality First teaching
- Valuing, nurturing, and growing children and staff
- Maintaining a restorative, relationship-centred culture
- Putting young people at the heart of everything we do





# OUR HISTORY

HCAT was founded in 2013 by several primary schools in Hull, expanding to welcome new schools across subsequent years. Key milestones include:

- Founding schools in 2013
- Additional schools joining in 2015, 2016, 2017, 2018 and 2022

This growth highlights the Trust's strong track record and the high-quality support it provides to its schools. HCAT is a diverse family of academies working collaboratively to share best practice, strengthen provision, and make the most of collective expertise and resources.

For school profiles and locations, visit: [hcat.uk/schools](https://hcat.uk/schools)





# THE HCAT SIGNATURE

The HCAT Signature defines the culture of Hull Collaborative Academy Trust, outlining the shared principles that help children and employees thrive.

Built around five pillars:

- **Restorative Behaviours**
- **Academic Readiness**
- **Character Building**
- **Social and Emotional Security**
- **Wider Experiences**

It fosters belonging, positive relationships, resilience, and a growth mindset.

These values guide pupils in becoming confident, responsible learners, while supporting employees to model strong character, prioritise wellbeing, and engage in continuous professional growth.

Together, they create a cohesive, aspirational community where everyone is empowered to succeed.



# OUR BENEFITS

HCAT is committed to supporting every colleague's wellbeing, development and work-life balance. Our benefits package is designed to help you thrive both personally and professionally.

## Meaningful Work

Make a positive impact every day by contributing to the lives of children and young people. You'll join a welcoming, community-minded Trust where collaboration, shared purpose and strong relationships are at the heart of our work.

## Employment & Financial Benefits

Enjoy the security of generous pension schemes (Teachers' Pension or Local Government Pension Scheme), alongside access to a wide range of retail, leisure and travel discounts.

Many roles offer term-time or flexible working patterns to help balance your home and work life, and our Cycle-to-Work scheme supports healthier, sustainable travel options.



# OUR BENEFITS

## Professional Development

We are committed to helping you grow.

You'll learn from skilled practitioners across the Trust, benefit from bespoke CPD tailored to your career stage, and have opportunities to innovate and collaborate on Trust-wide initiatives.

A comprehensive induction programme helps you settle in with confidence from day one.

## Wellbeing & Support

Your wellbeing matters.

Colleagues have access to a confidential Employee Assistance Programme, a dedicated annual wellbeing day, and support from trained Mental Health Champions.

Depending on your role, flexible working options may be available, and additional support such as eye-care provision and access to Occupational Health services ensures you are looked after in all aspects of your work.





# ABOUT THE ROLE

## Senior People & Culture Adviser

**Reports To:** People & Culture Lead

**Grade:** 9 NJC SCP 29–34

**Salary:** £39,862–£44,075 (FTE)

**Job Type:** Permanent

**Hours/Working Pattern:** This is a part-time role, and we're flexible. Hours, days/working patterns are open for discussion. Term-time only arrangements can also be considered.

**Location:** Central Office at Dorchester Primary School, HU7 6AH and across all HCAT schools as and when required.

This pivotal role is ideal for an experienced People professional confident in influencing, advising and partnering with leaders. You will provide high-quality, solutions-focused guidance on people matters, lead employee relations casework, support organisational change and help embed a positive, restorative culture.

Working as part of a small, supportive team, you will also contribute to new Trust-wide initiatives aligned to the People & Culture Strategy, shaping meaningful improvements in people practices.

Your work will ensure consistent, fair and effective processes across the Trust, enabling colleagues to feel valued, supported and empowered to deliver the best outcomes for children.



# KEY RESPONSIBILITIES

## People Partnering & Leadership Support

- Provide high-quality advice
- Support managers in applying policies consistently
- Build trusted relationships with school leaders
- Deliver training and briefings

## Employee Relations & Case Management

- Manage conduct, capability, grievance and absence cases
- Attend and support formal hearings
- Prepare documentation and correspondence
- Provide well-reasoned advice and identify risks

## Organisational Change

- Support restructures, job redesign and TUPE
- Provide consultation guidance
- Ensure compliance and accurate record-keeping

## People Data, Systems & Reporting

- Monitor and analyse key people metrics
- Help maintain HR system accuracy
- Prepare reports for senior leaders

## Policy, Governance & Best Practice

- Support policy updates and communication
- Build relationships with Trade Unions and partners
- Contribute to Trust-wide improvement initiatives



# PERSON SPECIFICATION

## Essential

- CIPD Level 5 (or working towards Level 7)
- Strong understanding of employment legislation and policy application
- Experience managing ER cases confidently
- Experience in organisational change processes
- Experience advising and supporting managers independently
- Ability to deliver training
- Strong communication and analytical skills
- Emotional resilience and sound judgement
- Commitment to EDI and safeguarding
- Full driving licence and own transport with the ability to travel across Trust schools.
- Commitment to ongoing CPD and staying up to date with employment law developments.

## Desirable

- CIPD Level 7
- Experience in education, MATs or unionised environments
- Experience in wellbeing, culture or EDI projects
- Knowledge of job evaluation processes
- Familiarity with National/Local Conditions of Service





# HOW TO APPLY

Apply online via [My New Term](#)

- Closing Date: Sunday 1<sup>st</sup> March 2026
- Shortlisting: w/c 2<sup>nd</sup> March
- Interviews: w/c 9<sup>th</sup> March 2026

For an informal chat about the role, please contact us:

Hull Collaborative Academy Trust (HCAT)

Registered Office:

Dorchester Primary School

Dorchester Road

Kingston-Upon-Hull

HU7 6AH

Email: [recruitment@hcat.org.uk](mailto:recruitment@hcat.org.uk)

HCAT is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to:

- Enhanced DBS check
- Reference checks
- Verification of qualifications and identity

Thank you for your interest in joining HCAT.  
We look forward to receiving your application.

