

HR Manager

Candidate Information Pack

NEAT Registered Office, Heaton Centre, Trewhitt Road, Newcastle upon Tyne NE6 5DY
T: 0191 2294080
E: admin@neat.org.uk
W: www.neat.org.uk

Introduction from NEAT CEO

October 2018

Thank you for your interest in finding out more about the new role of **HR Manager** with Newcastle East mixed multi Academy Trust (NEAT).

NEAT is at an exciting point in its journey as a multi-academy trust. The board of directors, local governors, senior leaders and staff have recently finalised our strategic plan for 2018-21 following engagement with pupils, parents, the local community and partner organisations. Our aim is to ensure not only that we make a positive difference to the lives of our young people and their families but that we can make a greater difference by being together. We now have a refocused common purpose, vision and strategic objectives for the next three years.

One of the key elements of our strategy is to grow the number of academies within our trust. This may be through achieving sponsorship status to support schools that are currently under performing or by schools that share our common purpose and vision choosing to join the trust. This will present great opportunities to share best practice across a wider group of schools but it will also present challenges in ensuring that we have the right people with the right skills and with the right infrastructure to support a larger number of schools, particularly across a wider geographical area.

The NEAT Central Team will play a key role in enabling the trust to achieve its strategic aims by providing professional expertise and delivering effective centralised services that support the board, the executive team and school leaders.

We are delighted the board has agreed to invest in expanding the Central Team and create new roles that will develop as the business grows. We now have our own premises at Trewitt Road, Heaton within the NE6 area of Newcastle.

NEAT is a great place to work and we believe that we can provide opportunities for long-term career development that will make a difference to the people we recruit.

If you would like to find out more about this role before deciding whether to apply, please contact Suzanne Hendey, Director of HR and Governance on 0191 2284091 for an informal discussion.

Yours faithfully



Debi Bailey
Chief Executive Officer

About NEAT

Who we are

NEAT was established in spring 2017 and currently consists of five schools located in the east end of Newcastle upon Tyne:

1. Benfield School: ages 11-18
2. Central Walker Church of England Primary School: ages 2-11
3. Tyneview Primary School: ages 2-11
4. Walkergate Community School: ages 2-11
5. West Walker Primary School: ages 2-11



We are a “mixed” multi academy trust as we have one faith school and four non-denominational schools and the trust is set up to ensure each school preserves its particular status. We work in partnership with the Newcastle Diocesan Education Board to ensure the trust has effective governance arrangements and on strategic matters that particularly affect Central Walker Church of England Primary School.

We chose to form a multi academy trust to build on existing collaboration and deliver an all-through education from 2-18 with a continuous curriculum and seamless transition from primary to secondary.

All of our schools are currently judged “Good” by Ofsted and we continue to strive for improved outcomes for all our pupils and prepare them for life after school.



2,275 pupils



£13 million budget



350 staff

About NEAT



Pupils from all five schools with Debi Bailey, CEO of NEAT and Roger Alston OBE, Chair of the NEAT Board at the NEAT Launch Event in July 2017

Making a difference together

Each school is encouraged to have its own ethos and character but to work collectively as one trust to achieve our shared common purpose, vision and strategic aims.

Our common purpose

Our common purpose as a trust is to **nurture**, **educate**, **achieve** and **transform**. We recognise that we have a range of stakeholders to whom we are responsible:

- We believe our first responsibility is to our **children, young people and their families** to prepare our learners for the changing world by recognising and **nurturing** their uniqueness and providing the right environment to grow their potential, instil a love of learning, enable them to **achieve** and realise their dreams. Through our work with young people and their families we will develop learners who are resilient, aspirational, respectful, resourceful, creative and effective communicators.
- We recognise our responsibilities to our **employees and volunteers**. We will value their diversity and recognise their **achievements**. We will provide a safe and stimulating environment where staff are well led and managed, empowered to be innovative and have opportunities to develop professionally.
- We are responsible to the **communities** in which we work and recognise the need to adapt our approach to be locally relevant. We will ensure that our schools are safe and welcoming and that our classrooms and learning spaces are inspiring and stimulating and provide the best **educational** environments to meet the needs of our learners. Our

schools will be an integral part of their local community and we will strive to **nurture** effective partnerships within each community.

- We are accountable to the **Regional Schools Commissioner and the Education and Skills Funding Agency** for ensuring that we **educate** our learners for public benefit and that we use all public money effectively, efficiently and ethically. We will experiment with new ideas and through innovation, respond flexibly to changing circumstances to ensure the sustainability of the trust and that we **transform** the life chances of our communities.

Our vision for 2018-2021

We belong to an innovative, sustainable trust working collaboratively with partners to share our vision and values that enables all learners within our influence to be well prepared personally, socially and academically for the next stage of their lives in a changing world.

Our strategic aims for 2018-2021

- **Aim 1:** Ensure the curriculum fully meets the needs of all learners and successfully prepares skills and knowledge required of a future workforce.
- **Aim 2:** Grow the trust to enable it to be financially sustainable and to deliver value adding services leading to better school performance.
- **Aim 3:** Promote innovative, cutting edge learning and teaching that makes a positive impact on quality teaching and pupil outcomes.
- **Aim 4:** Ensure that the trust is well led, managed and governed to ensure continuous trust improvement.
- **Aim 5:** Establish a successful whole family approach to supporting welfare, attendance and attainment that makes a positive impact on pupil outcomes.

Our strategic plan 2018-2021 sets out how we intend to achieve these aims.

Our governance arrangements

We have a strong and effective Board of Directors, who are also trustees of the charitable company. The directors bring an extensive range of skills and expertise from education, health, sports and cultural organisations as well as global private sector companies.

Each NEAT school has its own local governing body, which includes parent and staff members alongside individuals with a wealth of knowledge and active involvement in their school communities. The Board of Directors delegates the operational running of each school to the principals/headteachers, who are managed by the CEO, and the local governing body provides an important scrutiny and monitoring role at local level to act as the “eyes and ears” of the trust.

We have a subsidiary company, NEAT Active Limited, which has a separate Board of Directors and employs around 20 staff.

About the Newcastle Teaching School Alliance

Walkergate Community School was awarded teaching school status in July 2017. All of the schools in NEAT are part of the Newcastle Teaching School Alliance along with eight primary schools from another multi academy trust within Newcastle.

This is an exciting development for the trust as it gives us the opportunity to work with other partners within the alliance and across the wider school network. As a learning organisation we want to contribute to best practice and transform our own schools by learning from others, developing and training our staff and accessing educational research, innovative teaching practices and funding opportunities.

All teaching schools are tasked with providing high-quality school-led initial teacher training, providing high-quality school-to-school support to spread excellent practice and providing evidence-based professional and leadership development for teachers and leaders.

Examples of projects already in progress include:

- providing leadership and/or teaching and learning support to a small number of primary and first schools
- leading on headteacher induction across Newcastle schools
- leading on assessment and moderation for early years, key stage 1 and key stage 2 across Newcastle
- working in collaboration with a research school to develop an action research approach to school improvement
- delivering accredited Outstanding Teacher Programme and Improving Teacher Programme.

About NEAT Active Ltd.

NEAT Active Ltd (NAL) is a wholly owned trading subsidiary of NEAT. The company was established shortly after the trust was set up in 2017. Its purpose is to:

- allow the trust to undertake 'non primary purpose' trading in a tax efficient way
- reduce the trust's exposure to risk when engaging in commercial activities.

Currently NAL has two main trading activities:

- **Benfield Sports Centre** (www.benfieldsportscentre.co.uk)
Management of the community sports programme operating from the Benfield School site, during evenings, weekends and school holidays.
- **Newcastle PE and School Sport Service** (www.newcastlepeservice.org.uk)
Work with schools and partner organisations across Newcastle to deliver high quality sporting and physical opportunities for children in order to raise participation and encourage healthy active lifestyles.

NAL may develop other trading activities in the future.

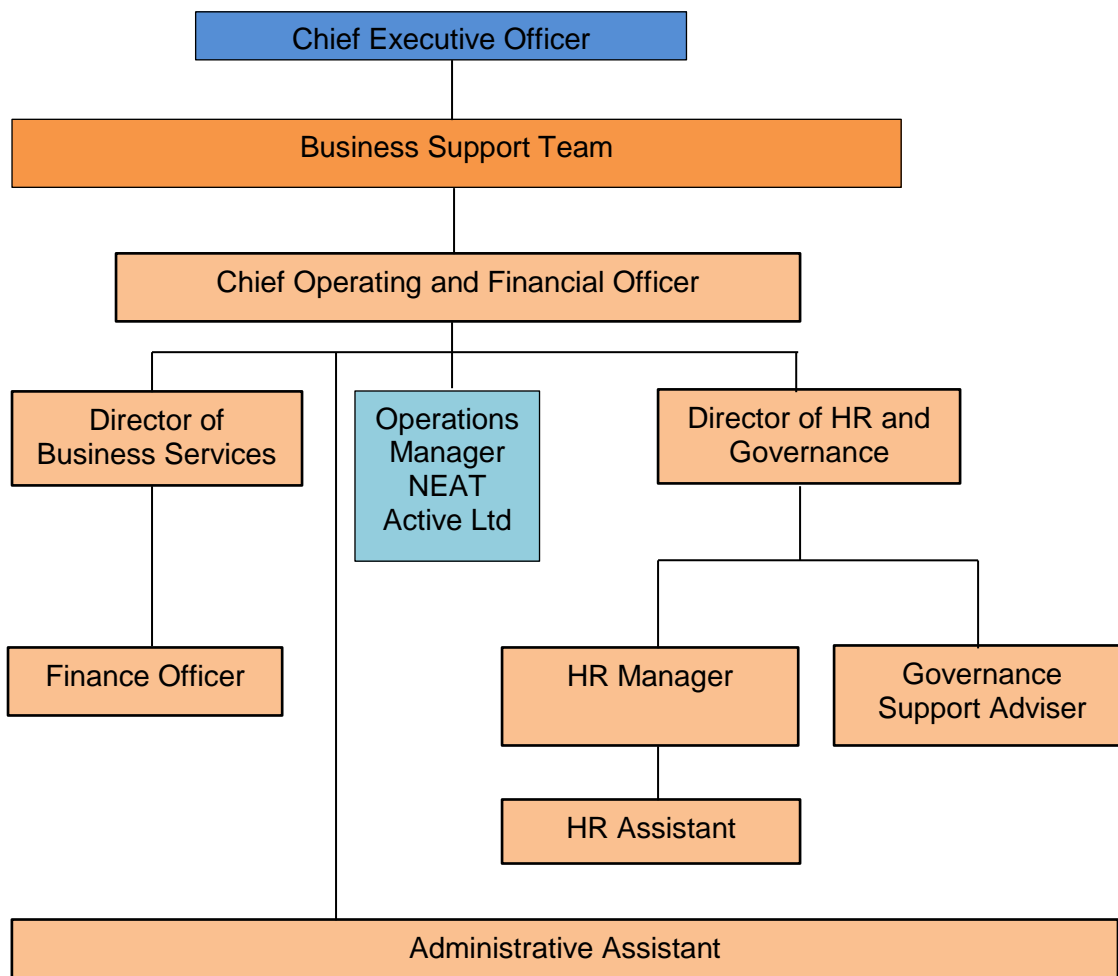
About the NEAT Central Team

The NEAT Central Team delivers core services across NEAT (including the teaching school operation) and its subsidiary company, NEAT Active Ltd. In 2017-18 this focused on establishing finance, governance and some HR services, although most HR advisory and HR transactional services are currently delivered through a service level agreement with an external provider. We also provide a family support, welfare and attendance service to young people and their families across our schools.

The expansion of the business support services within the NEAT Central Team is crucial in enabling the trust to grow. This model allows school leaders to focus on school improvement and teaching and learning and ensures there are effective support services that are responsive to meet the particular needs of our business.

The trust has chosen to invest in increasing capacity and we are now recruiting an HR Manager to lead the development of an in-house HR advisory service. We intend to add an HR Assistant post at a future date as we bring HR transactional services in-house.

This diagram shows our current organisation structure:



The advert

Newcastle East mixed multi Academy Trust

Heaton Centre, Trewitt Road, Heaton, Newcastle upon Tyne NE6 5DY
0191 228 4090

HR Manager

Permanent, Variable Hours 30-37 hours per week, Full Year
£37,107-£39,961 per annum (pro-rata for less than 37 hours)

This is an exciting opportunity to join NEAT to lead the development and delivery of an in-house HR advisory and transactional service to our multi-academy trust of five schools, which includes a teaching school, and our trading subsidiary company.

Currently operating in the east end of Newcastle, this role is key to our capacity building as the trust grows and we are joined by more schools who share our common purpose to nurture, achieve, educate and transform.

This role will focus initially on establishing an effective HR service which can meet the needs of the trust's board of directors, executive team and headteachers and develops effective engagement with the NEAT workforce of 350 employees and trade union representatives. Therefore the ability to be "hands on" and establish core policies, systems and processes is essential, as is a successful track record of business partnering and providing professional advice across a range of employee relations casework. Previous experience of providing HR services in a public sector context, ideally including schools/academies, will be a distinct advantage.

There will also be the opportunity to contribute to designing a People Management Strategy to enable our three-year Strategic Plan to be delivered and lead key projects that will make a positive difference for our staff.

We believe that the influence and scope of this role will grow over time and we're looking for an individual who can grow with it. Based at our Head Office in the NE6 area, you will need to be able to travel across the trust's portfolio of academies and therefore access to your own transport is essential.

We can offer some flexibility in working hours in discussion with the successful candidate. We also provide access to the Local Government Pension Scheme, a generous annual leave entitlement and have an accrued time policy.

Please contact Suzanne Hendey, Director of HR and Governance on 0191 2284091 if you would like to discuss this opportunity informally.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You will need to have an enhanced criminal records check by the Disclosure and Barring Service.

A completed application form, criminal records declaration and equal opportunities monitoring form must be submitted by **9am** on **Tuesday 20 November 2018** by email to admin@neat.org.uk.
Shortlisting: Wed 21 November/Assessment for shortlisted candidates: Wed 28 November

The job description

Job Title:		HR Manager			
JE Code:	A4348	Evaluation:	586 points	Grade:	N9
Effective Date:	September 2018		Status:	Final	
Responsible to:		Director of HR and Governance			
Responsible for:		HR Assistant			
Job purpose:		To develop and deliver HR services to NEAT and NEAT Active Limited including contributing to the development and implementation of HR strategy, policy and operational practice.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Contribute to the development of a trust-wide People Management Strategy which enables the delivery of the trust's vision, values and strategic objectives.
- 2 Implement an effective employee relations framework, working in partnership with representatives of recognised trades unions, and take a lead role in communication, consultation and negotiation.
- 3 Lead the development and effective delivery of HR policy, procedures and operational practice in relation to:
 - recruitment and retention;
 - reward and recognition;
 - conditions of service;
 - employee consultation and communication;
 - employment policies and procedures;
 - attendance;
 - employee wellbeing;
 - performance management;
 - workplace learning;
 - workforce planning;
 - reorganisation and restructuring;
 - equalities and diversity; and
 - union recognition and facilities time.

- 4 Provide expert HR advice and guidance on individual casework including disciplinary, capability, grievances, sickness absence etc and on collective processes including restructuring, redundancy, redeployment and transfers.
- 5 Provide expert HR consultancy to support organisational development projects designed to realise the trust's vision and values and enable the delivery of its strategic and operational plans.
- 6 Develop and manage an effective HR transactional service to the trust, its academies and NEAT Active Ltd liaising with external payroll, pensions administration and occupational health providers to ensure a seamless service for employees and managers.
- 7 Manage manual and computerised records and information systems, and analyse quantitative and qualitative workforce data to support the trust and its subsidiary company to develop a range of HR metrics and benchmark their performance.
- 8 Research and analyse the impact of emerging HR issues including drafting formal reports for the Board of Directors and its committees and briefing papers for local governing bodies and headteachers.
- 9 Contribute to the trust's business planning process, support the development and promotion of services and products and collaborate with staff throughout NEAT and NEAT Active Limited to achieve business objectives and key performance indicators.

Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.

The person specification

Job Title: HR Manager
JE Code: A4348
Date: October 2018
Status: Final

	Essential or Desirable	Criterion	Assessment Method
Knowledge and Qualifications	E	1. Relevant HR or business qualification at degree level or equivalent experience	A, I
	E	2. Member of Chartered Institute of Personnel and Development	A
	E	3. Detailed knowledge of relevant HR policy/codes of practice/legislation and ability to put them into practice	I, T
	E	4. Extensive knowledge of developments in employment law, employee relations, organisational development and employee engagement	I, T
	E	5. Knowledge of transactional HR services including recruitment and contract administration	I
	D	6. Awareness of HR issues in schools environment including multi-academy trusts	I
Experience	E	7. Delivering an efficient and effective generalist HR service	A, I
	E	8. Developing and delivering to standards of service	A, I
	E	9. Developing and implementing HR policy	A, I, T
	E	10. Working with managers as a business partner to deliver successful outcomes	A, I, T
	E	11. Working with recognised trade unions	A, I
	E	12. Utilising HR data to support workforce reporting to drive the provision of HR services and workforce planning	A, I, T
	D	13. Working across multiple sites	A, I
	D	14. Public sector HR experience ideally including within school / multi-academy trust settings	A, I
	D	15. Design and delivery of briefings and training events	A, I

Skills and Abilities	E	16. Excellent communication skills and ability to influence and negotiate at all levels	A, I
	E	17. Excellent planning, project management skills and ability to manage own workload to meet tight deadlines	I, T
	E	18. Competent in the use of IT across a range of systems and identify improvements to support HR and wider trust priorities	I, T
	E	19. Ability to manage a small team effectively and ensure performance standards are met	I
	E	20. Coaching skills to develop competence and confidence of trust managers in dealing with HR issues	I, T
Other	E	21. Ability to safeguard children and young people	I
	E	22. Able to travel between head office and school sites in north east England using own transport	I
	E	23. Flexible approach to working hours, may be required to work evenings on occasion	I

Assessment methods: Application form (A); Interview (I), References (R), Task (T)

Living in North East England

Famous for the friendliness of its people, North East England combines vibrant city life with breathtaking countryside and a spectacular coastline within easy reach.

Transport links within Newcastle upon Tyne and surrounding areas combine bus services with the Tyne and Wear Metro, whereas the East Coast Main Line provides accessible rail travel to Edinburgh, York and London. Located only 6 miles from the city centre, Newcastle International Airport offers over 80 domestic and overseas destinations.

Lonely Planet sums up the city as follows, “Against its dramatic backdrop of Victorian elegance and industrial grit, this fiercely independent city harbours a spirited mix of heritage and urban sophistication, with excellent art galleries and a magnificent concert hall, along with boutique hotels, some exceptional restaurants and, of course, interesting bars.”

<https://www.lonelyplanet.com/england/northeast-england/newcastle-upon-tyne>

Newcastle upon Tyne was also ranked the Best City for Families in a 2017 survey comparing outstanding schools, housing prices, nearby parks, job opportunities, average salaries and crime levels across the UK.



Working for NEAT

We offer our staff:

- great opportunities for continuing professional development and a career pathway across the trust
- membership of the Teachers' Pension Scheme (for teachers) or the Local Government Pension Scheme (for support staff), which the trust also contributes to on your behalf
- recognition of previous service with other schools/academies, local government etc
- access to flexible working/accrued time policies wherever practicable
- access to a staff wellbeing offer including use of the sports facilities at Benfield Sports Centre
- good public transport links via Tyne and Wear Metro and road links from the A19 and A1058 Coast Road.

NEAT commitment to equality and diversity

We are committed to advancing equality and diversity within NEAT and in our relationships with partner organisations, suppliers and contractors. Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense. Both of these are at the heart of our inclusive approach as an employer and education provider.

We embrace our duties to eliminate discrimination and harassment, promote equality of opportunity for all and recognise and value diversity in employment and in the delivery of services to young people and their families.

We seek to attract and retain a progressive and diverse workforce and aim to provide a stimulating, rewarding and dynamic working environment where all colleagues can thrive, develop and fulfil their aspirations.

NEAT commitment to safeguarding children and young people

The trust and our schools are highly committed to safeguarding and promoting the welfare of children and young people.

We want to ensure candidates support this commitment. During the recruitment process we ask all applicants to tell us in confidence about any criminal convictions they have. This does not mean that you cannot work for NEAT if you have a criminal conviction as we will consider the age of the conviction, whether it is relevant to the job you applied for and any mitigating factors before making a decision. The successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS).

You should also expect that we will explore any gaps in your employment history, why you want to work with children and young people and if you are able to keep them safe from harm at interview. We also request information about your suitability to work with children from your referees, one of which must be your current or last employer.

Applying for this vacancy

Please read the job description/person specification for the post and the guidance notes thoroughly before completing an application form. Your completed application form, criminal record declaration form and equalities monitoring form must be **e-mailed** by **9am** on **Tuesday 20 November 2018** to: admin@neat.org.uk. Please note that we do not accept CVs.

Please contact Suzanne Hendey, NEAT Central Team on 0191 2284091 if you have any queries about the application process.