

# HR Consultant

Applicant Pack



## Contents

The vacancy.....	3
Job advert.....	3
Role summary .....	3
Job description.....	5
Specific duties and responsibilities .....	5
Support for the trust/school .....	6
Changes to these duties.....	6
Person Specification .....	7
Job Title: HR Consultant .....	7
Knowledge, experience and skills .....	7
Qualifications .....	8
Interpersonal skills .....	8
Child protection .....	8
Chorus Education Trust .....	9
To apply .....	10
Contact details .....	11
Secondary schools.....	11
Primary Schools.....	11
Teacher development .....	11

## The vacancy

### Job advert

<b>Deadline for applications:</b>	ASAP
<b>Interviews to be held:</b>	Interviews will be arranged on receipt of suitable candidates
<b>To start:</b>	ASAP

*Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and north Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.*

*As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.*

*The Trust Central Team is based at Acres Hill Business Park, Acres Hill Lane, Sheffield S9 4LR. The successful candidate will be required to travel to all our schools to attend meetings when required.*

Chorus Trust is proud to support flexible working arrangements and would also welcome discussions on hybrid working for this role.

Required to start as soon as possible, an experienced HR Consultant to work within the Central Team. Previous experience in an education setting (and/or public sector) would be an advantage; however, proven experience of general HR advice and supporting with HR casework is essential.

The successful candidate will provide professional HR advice, guidance and support to all stakeholders including Senior Leaders on all aspects of the HR function. The postholder will support the Director of HR and will be responsible for designated HR Casework.

The successful candidate will be able to work at pace, contributing effectively to the team and be a self-motivated individual. As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

Applicants are welcome to discuss any aspect of the role with Carly Braid, Director of HR. [cbraid@chorustrust.org](mailto:cbraid@chorustrust.org)

### Role summary

<b>Job title:</b>	HR Consultant
<b>Profile:</b>	OS5A
<b>Grade:</b>	9
<b>Grade spinal point range:</b>	SCP 36 to 40
<b>Salary:</b>	£44,428 - £48,474

<b>Accountable SLT post:</b>	Chief Operating Officer	
<b>Line manager (if different):</b>	Director of HR	
<b>Staff to be supervised or line managed by post holder:</b>	HR staff as required	
<b>Post holder will work with:</b>	Central HR Team, School SLT, Other Trust Support Staff	
<b>Holiday and sickness relief:</b>	By and for other HR or administrative support staff	
<b>Purpose of job:</b>	To work as part of the central team in the Trust, providing HR advice, guidance and support to internal stakeholders and external agencies, on all aspects of the HR function. Based at the central office with regular travel and work in the schools within the Trust.	
<b>Version revised:</b>	July 2024	
<b>Contract:</b>	Permanent	37 hours/52 weeks

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- Providing professional, comprehensive and timely HR advice to leaders and staff within the Trust on a range of general HR issues including pay and conditions, local and national agreements, employment law and good employment practice.
- Provide professional advice and expertise in relation to:
  - Discipline and grievance matters including leading investigations, drafting reports, attending hearings as the Trust HR representative and drafting associated correspondence
  - Performance management including advising on the process for managing annual performance reviews and attendance at meetings to address performance concerns including formal hearings/appeals under performance management procedures
  - Pay and grading including job analysis, job evaluation and pay appeals
  - Redundancy and restructure including supporting leaders in the identification of vulnerable employees, attendance and support at consultation meetings, hearings and appeals and drafting associated correspondence/documentation
  - Maternity, paternity, parental leave entitlements and implementation of the flexible working policy including advice, assistance with applications and attendance at meetings with employees
  - Recruitment including drafting adverts, recruitment exercises and materials, safer recruitment and employment checks, organisation of recruitment events and participation in interviews where required
  - TUPE including carrying out due diligence, leading formal consultation and ensuring all HR responsibilities are fulfilled when transferring employees in or out of the Trust
- Work with the HR Director to support the development and implementation of the Trust people strategy and lead aspects of the operational delivery of the HR service
- Research, develop and update employment policies and procedures as required and in line with the Trust mission, vision and values
- Engage in consultation with trade union colleagues in relation to operational issues and organisational change including, where required, attendance at the Trust formal consultative forum
- Contribute to the production of reports for the Trust Board and leaders in the organisation and provide relevant information in relation to HR matters including statutory reporting on the gender pay gap and trade union facility time.

- Organise, design and deliver in-house induction, performance management, professional development and training of staff as required
- Contribute to the delivery of workforce development including measures to support staff engagement and well-being
- Contribute to the development of the Central Trust wide HR function, including managing and delivering Trust wide HR projects and targeted work as identified with the HR Director
- Support the organisation during Ofsted and other inspections in relation to HR compliance
- Support the HR and Payroll Officers in the administration of employment contracts, other documentation, payroll and pensions as required
- Contribute to the development the Trust website in relation to HR information and the use of social media to promote the organisation.

### Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

## Person Specification

Job Title: HR Consultant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working within HR, preferably within the public sector, supporting casework and investigation	✓		A / I
Experience of working with senior leaders and other key stakeholders across an organisation on a range of HR issues	✓		A / I
Experience of working with trade unions during casework or consultation meetings	✓		A / I
Experience of advising at formal HR meetings and drafting correspondence	✓		A / I
Experience of designing and delivering briefing or training sessions		✓	A / I
Experience of researching, developing and updating HR policies and procedures	✓		A / I
Experience of using Microsoft office-based applications, HR systems and social media/website applications	✓		A / I
Good level of current knowledge of HR legislation, issues and proven practical application	✓		A / I
Knowledge/Awareness of pay and conditions within the public sector, preferably Local Government services and teachers	✓		A / I
Knowledge and awareness of payroll and pension administration		✓	A / I
Ability to develop, interpret and implement HR policies/procedures	✓		A / I
Excellent record keeping, information retrieval and dissemination of data/documentation under GDPR	✓		A / I
Ability to analyse situations and produce appropriate HR solutions and strategies to address issues	✓		A / I

Ability to research, analyse and produce appropriate HR documentation	✓		A / I
Good organisation and time management skills	✓		A / I
Ability to work under pressure and meet deadlines	✓		A / I
Ability to work accurately and with attention to detail	✓		A / I
Ability to work with discretion and always maintain confidentiality of information	✓		A / I
Ability to work independently on own initiative and escalate matters where appropriate	✓		A / I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
CIPD Level 5, or equivalent, or related experience in HR or related field	✓		A
<b>Interpersonal skills</b>			
Excellent interpersonal skills with the ability to effectively support and motivate others	✓		A / I
Ability to work effectively and develop relationships with a range of colleagues at all levels	✓		A / I
Ability to support senior management in relevant HR meetings	✓		A / I
Excellent verbal and written communication skills to effectively convey complex and often contentious information to a variety of audiences	✓		A / I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure that our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Alice Pearson, HR Officer at: [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: ASAP
- Interviews to be held: Interviews will be arranged on receipt of suitable candidates.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Contact details

### Secondary schools

#### Eckington School & Sixth Form

[www.eckington.chorustrust.org](http://www.eckington.chorustrust.org)

T 01246 432 849

E [enquiries@eckington.chorustrust.org](mailto:enquiries@eckington.chorustrust.org)

#### Hope Valley College

[www.hopevalley.chorustrust.org](http://www.hopevalley.chorustrust.org)

T 01433 620 555

E [enquiries@hopevalley.chorustrust.org](mailto:enquiries@hopevalley.chorustrust.org)

#### Silverdale School & Sixth Form

[www.silverdale.chorustrust.org](http://www.silverdale.chorustrust.org)

T 0114 236 9991

E [enquiries@silverdale.chorustrust.org](mailto:enquiries@silverdale.chorustrust.org)

#### Westfield School

[www.westfield.chorustrust.org](http://www.westfield.chorustrust.org)

T 0114 248 5221

E [enquiries@westfield.chorustrust.org](mailto:enquiries@westfield.chorustrust.org)

### Teacher development

#### South Yorkshire Teaching Hub

[www.southyorkshireteachinghub.org](http://www.southyorkshireteachinghub.org)

T 0114 235 7980

E [info@southyorkshireteachinghub.org](mailto:info@southyorkshireteachinghub.org)

#### Sheffield Teacher Training Alliance

[www.sheffieldtta.org](http://www.sheffieldtta.org)

T 0114 235 7980

E [enquiries@sheffieldtta.org](mailto:enquiries@sheffieldtta.org)

#### National Modern Languages SCITT

[www.nationalmodernlanguages.com](http://www.nationalmodernlanguages.com)

T 0114 235 7980

E [enquiries@nationalmodernlanguages.com](mailto:enquiries@nationalmodernlanguages.com)

### Primary Schools

#### Bradwell Junior School

[www.bradwelljuniorschool.com](http://www.bradwelljuniorschool.com)

T 01433 620 473

E [info@bradwell-jun.derbyshire.sch.uk](mailto:info@bradwell-jun.derbyshire.sch.uk)

#### Malin Bridge Primary School & Nursery

[www.malinbridge.chorustrust.org](http://www.malinbridge.chorustrust.org)

T 0114 234 1379

E [enquiries@malinbridge.chorustrust.org](mailto:enquiries@malinbridge.chorustrust.org)

#### Stocksbridge Junior School

[www.stocksbridge-jun.sheffield.sch.uk](http://www.stocksbridge-jun.sheffield.sch.uk)

T 0114 288 2221

E [enquiries@stocksbridge-jun.sheffield.sch.uk](mailto:enquiries@stocksbridge-jun.sheffield.sch.uk)

[www.chorustrust.org](http://www.chorustrust.org)

T 0114 235 7983

E [info@chorustrust.org](mailto:info@chorustrust.org)