



# Evolution Academy Trust



Evolution Academy Trust  
Progress through Partnership

**May 2024**

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**Recruitment Pack for potential candidates –  
Head of Human Resources**

Dear Applicant,

On behalf of Evolution Academy Trust, thank you for your interest in our recently advertised post as **Head of HR**. This is an exciting time to join our Trust. We have a fantastic central team, great leaders and hard-working staff in our 12 schools. Most of our schools are graded as 'Good' or higher from Ofsted and we are now seeking to expand our team to enable further improvements and growth.

We are looking to recruit an exceptional **HR Lead** who can help move us forward even further, both strategically and operationally. We seek to appoint someone ambitious who is eager to lead key aspects of our people strategy, well-being and other HR functions. We can offer you a supportive, dedicated, and aspirational environment, some hybrid working and a strong focus on supporting all staff across the central team and 12 school sites.

If you wish to arrange an informal conversation, please contact myself [C.Avieson@Evolutionacademytrust.org.uk](mailto:C.Avieson@Evolutionacademytrust.org.uk)

We look forward to welcoming you to our fantastic Trust.

Thank you,

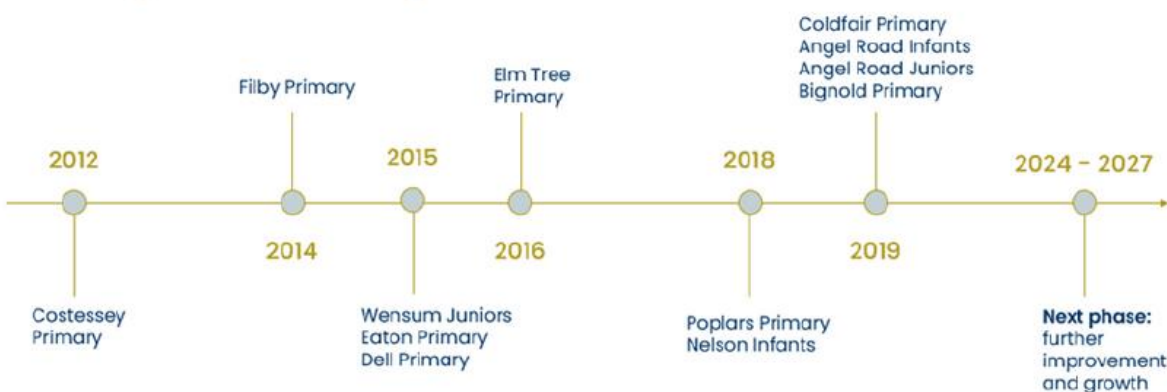
*Dr Craig Avieson*  
**Chief Executive Officer**

# Part 1

## Introduction to our Trust

Evolution Academy Trust (EAT) is a primary specialist Multi-Academy Trust based in Norfolk and Suffolk. We are ambitious and proud to focus on the primary education phase, as we believe this provides many of the foundations for children's future success. We have continued to grow over the last ten years and remain one of the largest primary specialist MATs in the East of England.

## Our journey so far



- With 12 schools, two Specialist Resource bases (SRBs) and a central team, we have approximately 3,300 pupils and 600 staff across EAT.

We work as 'one Trust' and this provides significant strength to our organisation as colleagues support each other effectively and in a collaborative manner.

- We have highly effective governance and leadership at all levels.

We have an incredible team of staff across our Trust who relentlessly focus on ensuring children get the very best education.

- We focus on strong collaboration and networks of support, with professional development for all staff being prioritised. We have high ambition for all children regardless of background and remain inclusive in everything we do.

- We focus on educational standards and personal development for all children. In other words, we see that both are necessary to empower and enable a child to be ready for secondary education.



## Our mission and values

To ensure all children leave our academies as well-educated, confident and responsible citizens, enabling them to be fully prepared for their next stage of education.

### Ambition

#### *We always aim high*

We are ambitious and have high expectations for all. We focus on effort, hard-work and provide the right support at the right time, enabling everyone to achieve their very best.

### Collaboration

#### *We achieve more working together*

We value honesty and positive relationships. We embrace new ideas and change through purposeful collaboration.

### Responsibility

#### *We take responsibility for our own actions*

We are kind, respectful to others and value differences within and beyond our local communities.

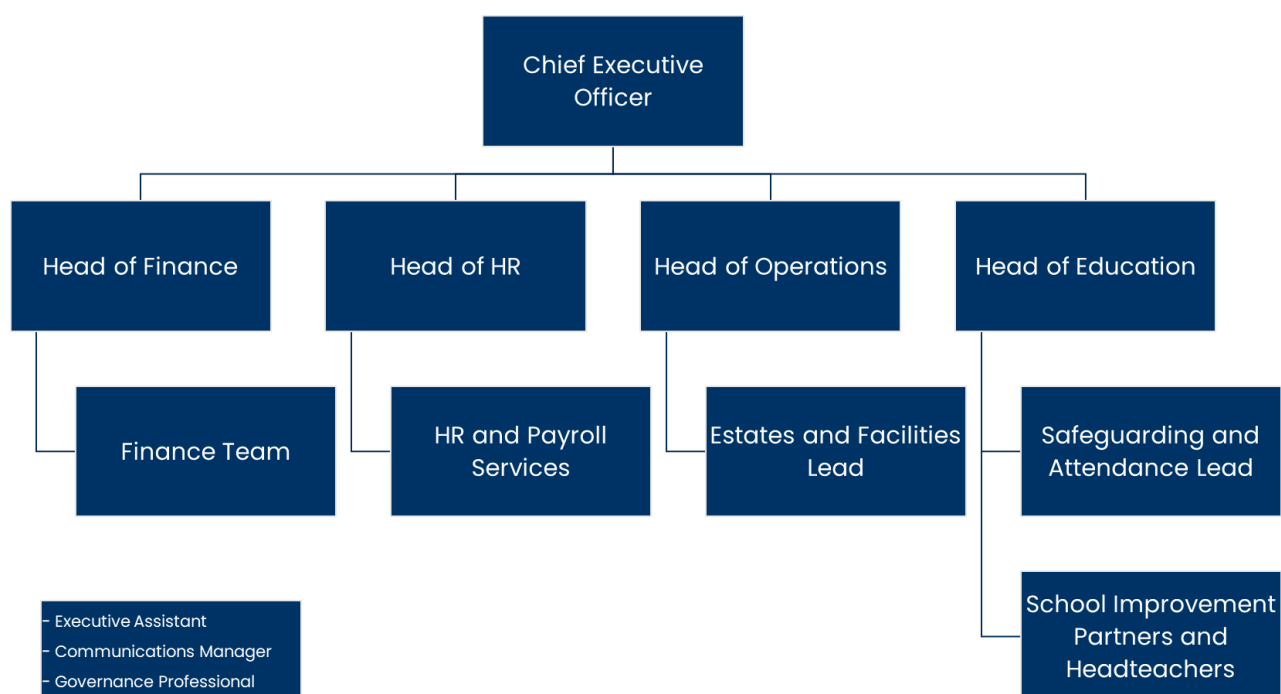
# Our values



## Part 2

### Our central team and Head of HR

Reporting directly to the Chief Executive Officer, the Head of HR is an integral member of the central team, leading on a range of HR areas, but working closely with the CEO and other central colleagues. They will support the full life-cycle of employees from recruitment, induction, training, performance and well-being. This role involves centrally based, home-based and school-based work.



For further details of our Trust and schools, please visit our website:

**[www.evolutionacademytrust.org.uk](http://www.evolutionacademytrust.org.uk)**

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## How we work

Evolution Academy Trust demonstrates a highly effective balance of standardisation, economies of scale and collaborative benefits of being in a MAT, and combines these with sensible local and contextual knowledge, the need for nuances and working positively with staff, children and our communities. Our ultimate focus is on ensuring children get a great education and strong support to meet their needs and this is mostly achieved through investing and supporting our staff.

## Our strengths:

1. **Primary school focus and specialism** - all of our expertise is within the primary age ranges, we are therefore able to ensure our collaboration, support, training and resources prioritise this important phase in children's lives. We also understand the region and local challenges very well, which ensures our approach is tailored appropriately from EYFS to KS2.
2. **Highly effective Trustees and LGBs** – we provide business, financial, educational and local contextual knowledge to serve our children and local communities.
3. **Strong centralised support** – we provide highly effective centralised support to our schools in areas including HR, IT, procurement, contract management, estates and finance. This is a strong feature of our primary MAT and provides both additional expertise to our schools and enables school leaders to focus on school improvement and outcomes for children.
4. **School improvement is our priority** - we make no apologies in focusing all of our work on improving academic and personal outcomes for all children, regardless of background. Our central educational team and subject specialists provide robust monitoring, reviews, support and training to enable this through our curriculum and wider personal development work. Importantly, we work collaboratively with all school leaders to ensure improvements and sustained impact.
5. **Staff professional development** - we provide and enable high-quality professional development for all of our staff, both centrally and locally – with a strong focus on subject knowledge and pedagogy, from a research-informed and 'sensible' lens. We have high ambitions for all children and focus on the impact in classrooms of CPD, including supporting our most vulnerable learners. We work strongly with the National College, Local Authority, Julian Teaching School and others to ensure our staff receive the very best CPD.

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## **Part 3 – About the Role**

### **Head of Human Resources (HR)**

Evolution Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### **Job details**

Salary: (N47 £62,526 to N51 £69,768)

Hours: Full-time – including some remote/hybrid working.

Contract type: Permanent

Reporting to: CEO

Responsible for: Leading HR across EAT, ensuring our mission, values and strategic planning are aligned and supported through the work with our people.

#### **Main purpose**

- Working with the CEO to establish and develop the HR and people strategic planning for the next three years.
- Lead, implement and evaluate a range of HR transactions, processes, policies and procedures.
- To provide professional, high quality and accurate HR advice and support on a wide range of matters.
- To oversee and evaluate HR admin/transactional processes.
- To lead on professional training (HR related) and well-being.

#### **Duties and responsibilities**

The duties and responsibilities listed below are indicative of the tasks the Head of HR at Evolution Academy Trust will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

#### **Strategic Leadership and Compliance**

The Head of HR will be accountable for supporting the Trust in a range of confidential and complex matters, including:

- Develop and implement the Trust's people/HR strategy, evaluating frequently and ensuring the strategic objectives are achieved.

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- To lead and support in specific HR projects as allocated by the CEO.
  - To work with a range of stakeholders to lead and support change management processes.
  - To provide timely and accurate reports to the CEO, Trustees and Headteachers.
  - To provide high-quality data – both qualitative and quantitative – to enable accurate risks to be evaluated and interventions to be implemented.
  - To lead - with support - our HR policies, in consultation with our other providers and staff, unions and other relevant stakeholders.
  - Develop relationships and regular liaison with Trade Unions as and when necessary.
  - Advise school leaders on employment issues, including disciplinary and grievance procedures, discrimination, redundancies and dismissals, consulting with the Trust's advisors when necessary.
  - To contribute to the Risk Register and provide continued analysis of risks to the organisation.
  - To provide advice to the CEO in relation to a wide range of people/HR-related matters.
  - To ensure the Trust is kept up to date with all relevant legal and HR developments and best practice.
  - To ensure the Trust complies with all HR policies and relevant employment legislation.
  - Ensure that HR policies and practices respect the Trust's commitment to equality and inclusion of all its members.
  - Advise on employment law changes and HR best practice on employment-related policies, procedures, and practices for the Trust, including the updating of the Staff Handbook.
  - To support with the transition to electronic record keeping and provide strong leadership around HR files, compliance and best practice.
  - Working with the Safeguarding and Attendance Lead, ensure all safer recruitment aligns with full compliance and best practice with the most recent Keeping Children Safe in Education.

## **HR Management**

The Head of HR will:

- Set a clear talent management strategy, ensuring retention is high, succession planning is planned for, professional development and support is prioritised, and all staff feel valued and part of a great organisation.
- Provide bespoke support and sign-posting to individuals where cross-Trust career opportunities can be created and developed.
- To establish a HR training schedule for managers and leaders, ensuring key areas are prioritised and training is of the highest quality and in-line with all relevant legislation and policies.
- Manage the coordination, development, delivery and evaluation of relevant training and development, focussing on management development and performance management initially.



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- Manage, oversee and work closely with the work between HR, payroll (NCC), pensions and other services (e.g. Occupational Health).
  - Administer and oversee the communication of information about and raise awareness of existing staff benefits, including notification of eligibility for the Trust's Pension Schemes.
  - Periodically conduct a job evaluation and salary benchmarking exercise to ensure attraction and retention and re-alignment, as necessary.
  - Ensure that eligibility for employment and reference checks are undertaken for all new staff.
  - Manage the Trust's registration relating to employment under the points-based immigration system.
  - Support the CEO, central team and Headteachers with pragmatic solutions to a range of business issues.
  - To lead and manage case work, advising and supporting managers as required, including grievances, disciplinaries, absences and flexible working requests.
  - Support management throughout the Trust, including monitoring and managing probationary requirements and ensuring managers undertake regular and effective performance development reviews, producing a Trust-wide training plan, as appropriate.
  - Lead and manage the Trust well-being strategy.
  - To provide support in checking contracts, variation letters, outcomes from hearings and minute taking.
  - Provide HR advice and appropriate support to members of staff at their request.
  - To manage employment consultations, such as TUPE, changes in terms and conditions and work with unions.

### **Part of the Executive team**

The Head of HR will provide support to ensure the Trust complies with its legal GDPR regulations, and provides accurate information and support as required.

Head of HR will:

- Work closely with the CEO, Head of Finance and other central team members to ensure continuity and strategic outcomes are a collective focus.
- Respond to SAR and FOI requests centrally, providing support to the CEO and liaising with our DPO support provider.
- To work closely with Trustees in providing updates, reports and wider professional contributions.
- Support our strategic plans for growth over the next few years.
- This role is a hybrid position, with some office based near Norwich, school based and home-working.

Any other duties related to the above areas, and executive level.

*Note: This job description may be amended at any time in consultation with the postholder.*

## Person Specification

	Essential	Desirable
<b>Skills and Experience</b>		
Significant commercial awareness and experience in HR roles in schools, Trusts or business environments.	✓	
Experience at HR adviser level or above.	✓	
Experience of contributing to organisational strategy and priorities.	✓	
Ability to work at pace with complex, conflicting and demanding tasks and in a confidential manner.	✓	
A strategic thinker with a creative and pragmatic approach to problem solving.	✓	
Ability to use own initiative, work pro-actively, as well as within appropriate direction and regulations.	✓	
Experience of using computer-based HR software and packages.	✓	
A highly-effective communicator – both in writing and verbally.	✓	
Excellent written and numerical skills.	✓	
Sound planning, research and organisational skills.	✓	
Willingness to proactively embrace change.	✓	
Assertive and resilient.	✓	
Willingness to adopt a flexible and collaborative approach to tasks.	✓	
Able to adapt to work with a wide range of different stakeholders including Trustees, CEO, central team, Headteachers, school staff and external agencies.	✓	
Sound knowledge of current employment law, best practice and current thinking in HR management.	✓	
Experience/knowledge in writing policies, producing strategic plans and achieving business outcomes.	✓	
Experience of designing and delivering training and staff development programs.	✓	
Experience of managing change sensitively.		
Experience dealing with Trade unions and/or TUPE process.	✓	
Level 5 HR (CIPD) qualified.	✓	
Level 7 HR (CIPD) qualification or equivalent.		✓
A degree in law, HR or other relevant field.		✓
Proven leadership experience in a HR environment.	✓	
Approachable and able to articulate and present effectively to peers and senior management.	✓	
Strong evidence of continuing own professional development.	✓	
Proven track record of improving staff appraisal, performance management, reward and recognition schemes.	✓	
Excellent understanding of STPCD green book and burgundy book.		✓
Experience in working at senior level and building relationships with a wide range of stakeholders.	✓	
Willing to act on own initiative and on behalf of the Senior Management Team.	✓	

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Ability to work in a highly confidential manner.	✓	
Ability to prioritise workload and work to deadlines.	✓	
High degree of professionalism and personal integrity.	✓	
Demonstrate a strong customer focussed approach to all.	✓	