



Executive Director of People & Talent

Recruitment Pack

Astrea Academy Trust

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Welcome Letter from Libby Nicholas, CEO

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence and are committed to providing the highest standards. If that is you then we would be delighted to receive your application.

Libby Nicholas

Chief Executive, Astrea Academy Trust



Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.



All members of staff are encouraged to use the Astrea Academy Sheffield Nursery for any eligible children in their care. The Nursery and Primary prospectus can be found here;
<https://astreasheffield.org/nursery/>

Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website: <https://astreaacademytrust.org/>



Astrea Academy Trust Family

Academies currently within Astrea Academy Trust:

Primary	Website
★ Atlas Primary Academy, Doncaster	http://www.stirling.doncaster.sch.uk/
★ Byron Wood Academy, Sheffield	https://astreabyronwood.org/
★ Carrfield Primary Academy, Rotherham	https://www.astreacarrfield.org/
★ Castle Academy, Doncaster	https://www.astreacastle.org/
★ Denaby Main Primary Academy, Doncaster	https://www.astreadenabymain.org/
★ Edenthorpe Hall Academy, Doncaster	https://astreaedenthorpehall.org/
★ Gooseacre Primary Academy, Rotherham	https://www.astreagooseacre.org/
★ Greengate Lane Academy, Sheffield	https://www.astreagreengatelanegate.org/
★ Hartley Brook Primary Academy, Sheffield	https://www.astreahartleybrook.org/
★ Hatfield Primary Academy, Sheffield	https://www.astreahatfield.org/
★ Hexthorpe Primary Academy, Doncaster	https://www.astreahexthorpe.org/
★ Highgate Primary Academy, Rotherham	https://www.astreahighgate.org/
★ Hillside Academy, Doncaster	https://astreahillside.org/
★ Intake Primary Academy, Doncaster	https://www.astreaintake.org/
★ Kingfisher Primary Academy, Doncaster	https://www.astrea-kingfisher.org/
★ Lower Meadow Primary Academy, Sheffield	https://www.astrealowermeadow.org/
★ The Hill Primary Academy, Rotherham	https://www.astreathehill.org/
★ Waverley Primary Academy, Doncaster	https://www.astreawaverley.org/
Secondary	
★ Astrea Academy Woodfields, Doncaster	http://astreawoodfields.uk/
★ Cottenham Village College, Cambridgeshire	https://www.astreacottenham.org/
★ Ernulf Academy, Cambridgeshire	http://www.ernulf.cambs.sch.uk/
★ Longsands Academy, Cambridgeshire	http://www.longsands.cambs.sch.uk/
★ Netherwood Academy, Barnsley	https://astreanetherwood.org/
Special School	
★ The Centre School, Cambridgeshire	https://www.astreacentreschool.org/
All-through	
★ Astrea Academy Sheffield, Sheffield	https://astreasheffield.org/

Job Description

Position: Executive Director of People and Talent

Salary range: Highly Competitive for the right candidate

Contract type: Full time, permanent

Reporting to: Chief Executive

Location of this position: Sheffield, Cambridge or London

Purpose of this role:

To codify, implement and continually monitor the impact of Astrea's People Strategy. The Executive Director of People and Talent will support the growth of Astrea by attracting, developing, and engaging talent in order to build high-performing teams and making Astrea a truly exceptional place to work. This role will be strategically responsible for the Astrea experience across all facets of the employee lifecycle, from recruitment and selection, through to performance, development and succession. They will oversee professional development of all Astrea colleagues, whether teachers, support, operational, financial, central team or trainees.

The successful candidate will report directly to the Chief Executive and be a key member of Astrea's Executive Board, responsible for strategic leadership across the Trust. The role requires a strategic thinker who is comfortable also providing operational oversight in a fast-paced, changing environment, and who is determined to define and roll-out innovative solutions to all workforce challenges in the education sector.

Duties and Responsibilities

Talent Management Strategy

- Create, implement and manage a talent management programme across the Trust, encompassing the attraction, hiring, training, development and retention of all teaching and non-teaching staff
 - Codify Astrea's approach to succession planning, and actively manage the Trust's internal pipeline of talent
 - Embed Astrea's career pathways to ensure clear progressions routes for all
 - Lead cross-functionally to contribute to Astrea's approach to improving teacher retention
 - Introduce efficient data systems to allow the Executive Board to manage and monitor all key talent management metrics and information
- 

Strategic Recruitment

- Help deliver the Trust's aspiration to 'grow its own' through attracting talent, internal training and programmes of CPD
- To create and implement a strategic recruitment plan for senior posts across the Trust and to review on a termly basis to ensure progress and impact.
- Analyse workforce data to inform future recruitment needs through horizon scanning.
- Define and roll-out initiatives across Astrea that reflect modern career choices – job sharing, flexible working, long-service sabbaticals, teaching abroad etc

Professional Development

- Facilitate Astrea's evolution into a 'learning organisation' by leading on the Trust's CPD, Learning & Development and Leadership Development programmes through creating, coordinating and evaluating training programmes and the CPD offer across the Trust
- To act as an adviser and to report regularly to the Trustees on all matters related to talent and development across the Trust
- Working closely with the Operations function to ensure high levels of participation (utilising the new Astrea Learning system) and quality feedback from all development programmes

Embedding Organisational Culture

- Lead on Astrea becoming a listening organisation with continued programme of staff surveys, cross-organisation focus groups and other 'employee voice' initiatives
- Define and embed our approach to health and wellbeing - how Astrea will support staff throughout their non-work lifecycle
- Work closely with the Executive Director of Education to define and roll-out solutions to address the teacher workload challenge

Employer of Choice

- To lead on a marketing and communications strategy to develop Astrea's employer brand in order to drive exceptional inbound talent
 - Employee journey mapping to deliver excellent engagement from hiring to onboarding through to development
 - Refresh and implement the performance management process which reinforces values and behaviours that support the Trust's educational goals
 - Manage the Trust's approach to reward and recognition to ensure we are a competitive employer in terms of pay, rewards, and benefits. To include rolling out innovative and creative solutions to rewarding colleagues in order to support improved recruitment and retention
- 

Strategic oversight of HR support

- Strategic lead for ensuring a solid foundation of HR support is in place across the Trust
- Ensure efficient data systems are in place to track progress across all areas of HR and our People Strategy
- Oversight of HR policies to ensure all are concise, clearly understood by employees and managers, and being followed by our academies
- Lead relationships and communication with all national educational Unions and to chair Astrea's National Joint Consultative Committee
- Strategic oversight of Astrea's team of HR Managers and Advisers, and payroll, recruitment and supply staff experts, including full ownership of Astrea's 'supernova' programme of internal supply

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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.



Person Specification

	Essential	Desirable
Knowledge/Qualifications and Experience		
Relevant Degree or equivalent qualification or demonstrable experience	*	
Knowledge of the education sector and a successful track record of developing innovative solutions to the sector's specific People and Talent challenges, including health and well-being	*	
Experience of rolling-out a talent management strategy that delivered demonstrable impact within an Education organisation	*	
Oversight and leadership of all elements of professional development within an organisation, ideally in the Education sector	*	
Strategic oversight of operational HR support across an organisation, and a track record of using HR KPIs to drive decision-making	*	
Experience of developing and implementing campaigns defining and promoting an employer's unique brand in the sector	*	
Skills and abilities and professional attributes		
Exceptional strategic leadership skills coupled with the humility to get stuck in	*	
Ability to quickly earn the confidence of senior stakeholders and rapidly influence them to roll-out trust-wide solutions at academy-level	*	
Strong communication and interpersonal skills, with the ability to present strategic ideas in a clear and concise way, both verbally and in writing	*	
Analytical, with the ability to interpret data quickly and distil key learning to inform unique and innovative new approaches	*	
Ability to calmly manage multiple conflicting situations and priorities with tight deadlines to the overall benefit of the Trust	*	
Ability to think strategically and see critical issues from a cross-functional perspective	*	
Diplomacy and discretion and the ability to manage confidential information	*	
Commitment to own personal development and learning	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	

A professional responsibility to promote and safeguard the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	



Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupils's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Keeping Children Safe in Education 2016

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.



Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
 - Documentary evidence of identity that will satisfy DBS requirements
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- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
 - Receipt of at least two satisfactory references (if these have not already been received)
 - Verification of identity checks and qualifications
 - Satisfactory Enhanced DBS Check
 - Verification of professional status such as QTS Status, NPQH (where required)
 - Satisfactory completion of a Health Assessment
 - Satisfactory completion of the probationary period (where relevant)
 - Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance
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How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

Please complete and send the Astrea Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;

Name: Ben Ellis – Recruitment Officer

Contact: recruitment@astreaacademytrust.org

The Application Process

All applications will receive an email confirmation within 24 hours of receipt of application; if you do not receive this please contact Astrea Recruitment on 0114 478 3837. The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.



Astrea Academy Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.