



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL

HR MANAGER
INFORMATION
— PACK —

WEMBLEY MULTI ACADEMY TRUST (WMAT)

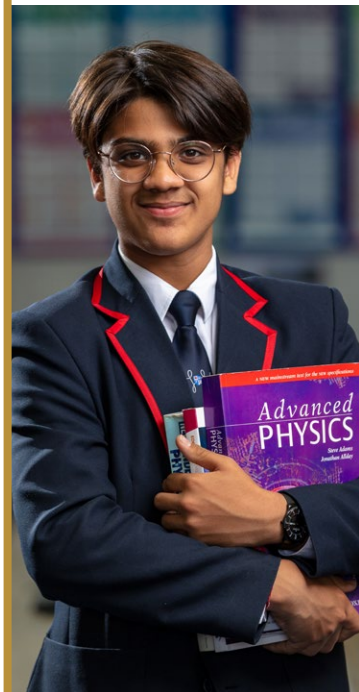
This is a unique opportunity for an exceptional Financial Controller to support in leading the finance function in a highly successful Trust in the next stage of its development. The Trust is comprised of three schools and a Teaching School Hub, and is highly influential at local and regional level.

Wembley Multi-Academy Trust was formed in 2016 and has established itself as one of the most successful in the country over many years. The Trust is comprised of:

- 1. Wembley High Technology College (WHTC)**
- 2. East Lane Primary School**
- 3. North Brent School**
- 4. Teaching School Hub** – status awarded by the Department for Education in 2021 and redesignation awarded in 2024.

All the schools in our Trust are, first and foremost, outstanding learning communities where academic excellence sits alongside the breadth of education. We believe in providing a structured and disciplined working environment in which all pupils can achieve their full potential. There is a very high standard of teaching across all schools which, coupled with strong work ethic, allows our pupils to flourish. Our broad, balanced and innovative curriculum is designed to challenge pupils to reach their potential, and there is a particular focus on English, Mathematics and the Sciences.

As a Trust, our most important commitment is to our pupils. The quality of education we provide makes us exceptional. We have a mission to be the best, and continuous improvement is embedded in our DNA. We are committed to making a difference to the children in our communities and not allow disadvantage to be a barrier to achievement. All schools in the Trust are highly popular and parental first choice far exceeds the number of places available.



OUR VALUES

We hold our values strongly and they underpin our thinking; they shape our organisations ethos and the behaviours of all in the organisation. Our values drive our actions.

1. Integrity

- Integrity means distinguishing right from wrong and doing the right thing (even if no one would find out). Integrity requires courage and self-accountability. We deliver work of the highest quality.
- We deliver what we say we will. We share our professional judgments with students and their families - even those that may be unpopular - in a manner that is both candid and respectful.

2. Respect

- We respect the capacity and desire for personal growth in our students and staff. We treat people with consideration. We value ideas on their merit.
- We recognise that respect requires both truthfulness and empathy. We deal with one another in an open and honest way. We encourage constructive criticism. We reward performance and contribution consistent with our values. We lead by example.
- We accept this responsibility as a school and as individuals.

3. Diversity

- It is fundamental to our success that we accept, value, and integrate the contributions of people. Diversity of thought, expertise, experience, and background are important in creating an environment in which creative tensions are harnessed and new ideas emerge.
- We are committed to our schools being ones in which all individuals have an opportunity to flourish and succeed, regardless of their age, disability, ethnicity, gender, gender identity, race, religion, belief or sexual orientation.

4. Student Achievement

- We measure our success by our students' success. We make all our resources available to our students and commit ourselves wholeheartedly to their success. In trade-offs between staff and a student's interest, the student comes first.
- Strategy matters. We seek competitive advantage for our students. Our approach is to consider the education agenda as a whole, the competition, and its dynamics. Valid data, rigorous analyses, external perspectives, root causes, and explicit logic serve as our foundations for objective decision-making.
- Our standards for Progress and Value Added are extremely high. Our work helps change, as necessary, the mindset of our staff and students. We make sure we enhance student capabilities and deliver for them exceptional examination performances. We hold ourselves accountable for this.

5. Working in teams

- Our schools are divided into departments and in these departments, staff work together in a manner that is team-oriented, constructive, and challenging. We know that teamwork is essential to the success of our students. We want to strengthen our students' capabilities and be a catalyst for change in their lives. Each student is unique, and there is seldom only one solution. We believe that breakthrough ideas often result from the work of teams seeking to creatively solve real achievement challenges.

6. Sharing our Success

- We seek to extend the art and science of teaching and school leadership by generalising from our experience. We seek to have a positive and lasting impact beyond the school domain.
- We believe we can contribute to the changing educational landscape, both directly through our student work and through work with other schools and national organisations.

WEMBLEY HIGH TECHNOLOGY COLLEGE



Wembley High Technology College is one of the highest performing schools in the country and has been the highest achieving school in Brent for many years. It was judged ‘Outstanding’ by Ofsted in October 2022.

WHTC is an exceptional school and we truly believe that all pupils, regardless of their background, should reach their full potential. Our innovative curriculum allows our pupils to develop secure foundations in the core subjects whilst maintaining the breadth of a wide range of subjects. We believe in ensuring all pupils gain the essential knowledge and skills needed to be successful in the future.

Academic outcomes unlock the door to success for our pupils - Wembley High's GCSE results over the years:

- 2017 – 2nd highest level of progress in England.
- 2018 – 1st, the highest performing school in England.
- 2019 – 4th highest performing school in England. In 2019, our students made +1.58 grades higher than peers of similar ability nationally.
- 2020 and 2021 - No results national published due to the pandemic.
- 2022 - Our students attained their highest ever results with a progress 8 score of +2.02 (based on the actual results achieved by the students).
- 2023 marked the return of pre-pandemic grading standards for the first time since 2019. Despite the increased level of challenge, our provisional Progress 8 score of +1.40* shows that on average each student scored almost one and a half grades higher than they would have if they studied in an average school.

**Due to the pandemic, the Year 11 headline figures reported by the Department for Education do not include the results which our students achieved during 2021 and therefore differ from our figures above. Our statistics above show what our students actually achieved by the end of Year 11.*

Indicator	2018	2019	2020	2021	2022	2023
Progress 8 Score (National percentile rank)	+1.90 (1%)	+1.58 (1%)	N/A	N/A	+2.02 (internal calculation)	+1.40
% A*- C or 9 - 4 in English and Maths	90	88	94	96	96	92
% EBacc achieved (9 - 4)	76	79	82	84	89	74
% 9 - 5 English	91	86	92	88	95	92
% 9 - 5 Maths	84	86	90	90	90	93

Our Sixth Form students have performed exceptionally well, with over 55% gaining places at the top universities including Cambridge, Imperial College, University College, London School of Economics, King's College and University of Warwick. In 2023, 7 students have secured places for studying Medicine or Dentistry which is an amazing achievement.



EAST LANE PRIMARY SCHOOL



East Lane Primary School provides a unique subject specialist based curriculum. Opening in April 2017, it was judged ‘Outstanding’ in every category in its first Ofsted inspection in November 2019.

The school is housed in a new and purpose-built £16 million building with exceptional resources, located adjacent to WHTC.

East Lane Primary School is a three form entry school. Our results to date for Early Years, Phonics, KS1 and KS2 have been amongst the highest in Brent and significantly above the national averages. Places at East Lane are in high demand and community confidence in the school is very high.

Our curricular structure is different from many other primary schools; the school is structured around subjects, with specialist teachers providing expert subject knowledge to ensure pupils’ progress is exceptional. We believe in recruiting and training highly qualified staff who are experts in their fields to deliver a broad, balanced and exciting curriculum. Our staff tend only to teach their specialist subjects and we believe this allows our pupils to greatly deepen their knowledge and understanding of key concepts and fully prepares them for their transition to secondary school.

Indicator	ELPS	Brent	National
RECEPTION			
% of pupils attaining a Good Level of Development	98	66.3	67.2
Average point score for Early Learning Goals	16.8	13.5	14.1
YEAR 1			
% passing the phonics screening check	99	79.1	78.9
KS1			
% of pupils reaching the expected standard in reading, writing and maths	90	57.8	56.0
% of pupils reaching greater depth in reading, writing and maths	47	7.3	6.2
KS2			
% of pupils reaching the expected standard in reading, writing and maths	93	63.2	59.5
% of pupils reaching greater depth in reading, writing and maths	37	9.7	8.0



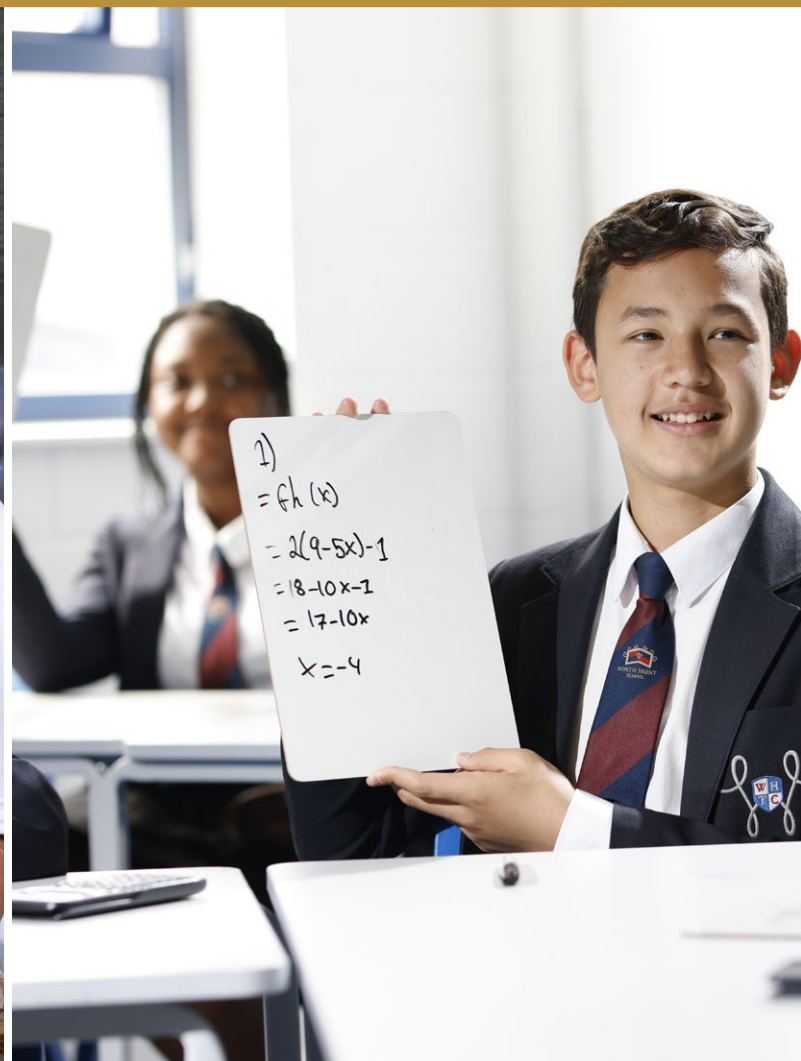
NORTH BRENT SCHOOL



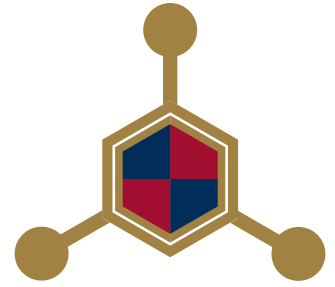
North Brent School has been set up to have the same values, ethos, expectations and standards as Wembley High Technology College and East Lane Primary School. The school has recently been judged 'Good' by Ofsted.

The school has moved to a new building which has been designed to provide an exceptional learning environment and state-of-the-art facilities. The DfE's approval of a £30 multi-million investment in NBS follows popular demand by the local community – reflecting the high levels of trust and confidence which our families have in all Wembley Multi-Academy Trust (WMAT) schools. It is expected to become the leading school in the area and give a choice for families to attend an academically high performing school.

North Brent School currently has pupils in Year 7, Year 8, Year 9 and Year 10.



NORTH WEST LONDON TEACHING SCHOOL HUB



In 2021, Wembley High Technology College (a part of WMAT) was one of 87 schools in England selected to be designated as a new Teaching School Hub by the Department for Education. WMAT, as the North West London Teaching School Hub (NWLTS), leads across the Brent, Barnet and Enfield areas with 314 schools, and we are proud to have been recently re-designated as hub for North West London. NWLTS provides high-quality professional development to teachers and leaders along the Golden Thread from ITT and ECF all the way to NPQs for Executive Headship.

Teachers working with NWLTS receive the highest quality of training on how to become the best classroom practitioners. Leaders are developed to become experts in their areas. The training aims to improve the quality of teaching and leadership, allowing every child to receive a world-class start in life. NWLTS provides the full range of professional development for the Department for Education to teachers beginning their training, ECTs, mentors, all NPQs, as well as the Appropriate Body Service.





HR MANAGER OF WEMBLEY MULTI ACADEMY TRUST (WMAT)

Job Title	HR Manager
Salary	£50 - £60k
Hours	Full Time Equivalent - 36 hrs pw
Contract Type	Permanent
Responsible	Director of People
Location	Trust office, 5 days onsite

Job Purpose

The HR Manager provides generalist HR expertise in 360 HR advice across the employee life cycle. You will role model outstanding customer service to stakeholders across the Trust. As part of the HR leadership team you will deliver a high quality and efficient HR service.

Job Summary

Our growing Trust is looking for a qualified HR Manager reporting to the Director of People and overseeing all human resources operations. You will ensure an excellent customer service to our Academies, lead, develop and align HR initiatives and processes with our organisational goals. Our ideal candidate will have solid experience working in an HR Generalist role, ideally in a multisite organisation. You will have a strong track record of business partnering with senior leaders, line managers and staff. You will be confident communicating with the Trust Leadership Team and with senior managers to advise, draw insights, express new ideas and suggest solutions, always considering what is best for our people, our budget and our Trust culture. You should be able to act as a holistic adviser on all aspects of employee relations, organisational development and be experienced supporting an organisation during times of change.

HR MANAGER JOB DESCRIPTION



HR Manager Key Responsibilities:

Provide expertise in Leadership:

- Work with the Director of People to contribute to long-term planning for the HR team and strategy
- Be a positive role model for organisational change and positive communication
- Promote equity, diversity, inclusion, and ethical behaviour in all that you do

Performance Enhancement and Management:

- Analyse trends and metrics across the Trust, spotting potential risks and giving advice to leaders on solutions
- Analyse trends in employee satisfaction, attrition, absence and turnover and in conjunction with managers take pro-active action to ensure absence levels remain within expected standards and underlying issues are addressed
- Engage with managers to conduct a detailed training and learning needs analysis with their area in the short, medium, and long term
- Plan, develop and facilitate required training activities (internally and externally) to upskill our workforce
- Train, coach, and guide managers in the development of working practices, working environment and culture which enables and encourages employees to use their discretionary effort and passion to benefit the Trust

Engagement/HR Management:

- Roll out and follow up of regular employee engagement initiatives
- Give accurate and appropriate advice (seeking appropriate specialist advice where necessary), training and support to managers to resolve ER issues such as grievances and disciplines (where appropriate take the lead in investigating and resolving ER issues in accordance with Trust policy)
- Promote feedback mechanisms for employees and managers to influence the continuous improvement of HR services and processes
- Work with the Director of People and team to support our culture by anticipating barriers and obstacles to change and working to remove them

Talent Management:

- Make decisions (with Trust leaders) about resources and talent deployment
- Assist managers in effectively identifying and developing talent, motivating, and encouraging high performers
- Develop and implement the talent acquisition strategy for the Trust
- Proactively work in partnership with managers to ensure that the Trust is professionally resourced with the correct numbers, quality, competencies, and types of staff needed to achieve current and future objectives
- Assist Trust leaders on organisation structure adjustment, people promotion/transfer, salary adjustments

Employee Relations:

- Resolve complex employee relations issues and address grievances
- Work closely with management and employees to enhance work relationships, build morale, and advise increase productivity and retention
- Network with colleagues internally and communities of HR practice externally to understand current trends and innovations in HR good practice and to advise on changes the Trust could make to align

Payroll/Benefits/HRIS

- Manage and take responsibility for payroll, pensions and benefits
- Super user of HRIS across the Trust

HR MANAGER PERSON SPECIFICATION

Essential (E) | Desirable (D)

Assessment Criteria Requirements	
• Strong track record of developing and implementing policy, experienced in implementing HR strategy.	E
• Experience of dealing with a range of complex HR issues and managing contentious or sensitive casework.	E
• Experience of running payroll	E
• Experience of managing TPS and LGPS	E
• Experience of handling end to end recruitment process.	E
• Experience of working in a busy HR environment, as part of a team.	D
• An understanding, and preferably experience of HR in the education sector	E
• Ability to act as HR lead and expert for the Trust proactively identifying what will be required going forward	E
• Ability to work collaboratively and cooperatively with other staff and external partners to ensure the delivery of an effective service	E
• Experience in successfully maintaining Single Central Record	E
• Up to date knowledge of UK employment law and contracts of employment	E
• Excellent written, verbal and numeracy skills	E
• Ability to use initiative and prioritise work	E
• Understanding and a commitment to the promotion of equal opportunities.	E
• Understanding of employment law, including the Equality Act 2010 and GDPR legislation	E
• Ability to work independently and part of a team, contributing to department and whole school	D
• Experience of OFSTED inspection preparation	D
• Qualified CIPD	E
• Excellent communicator with stakeholder	E
• 5 years or more in HR role	E
• HR operator in small business/organisation	E
• Exposure to Strictly Education system will be an added advantage	E
• Strong PC skills Word, Excel, PowerPoint and MS Outlook, MS Teams, SharePoint	D
• Experience of using SIMS	E
• Ability to swiftly adapt to and utilise new/various systems/software	D
Behavioural Competencies	
• Strategic approach, ability to see the 'big picture' and think 'outside of the box'	E
• Ability to meet deadlines internally and externally ensuring output is of an exemplary standard	E
• Must have the upmost integrity as well as high levels of motivation and commitment	E
• Proactive approach and efficient time management and prioritisation skills	E
• Undertake training as required in order to fulfil the requirements of the role Applicable to all staff	E
• Play an active role in terms of safeguarding all students and adults	E

APPLICATION INFORMATION



HOW TO APPLY

Completed applications must be returned by email to Rebecca Beach, at Academicis: rbeach@academicis.co.uk

T: 01223 907979 | M: 07733 628155

CVs will not be accepted – candidates must complete and return the application form.

There will be opportunities to visit the Trust before the application deadline – please contact the Rebecca Beach using the details above should you wish to organise a visit.

Timeframes:

- The closing date for applications is 24th January 2025
- Shortlist will be taking place on 27th January 2025

Wembley Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure from the DBS and we will carry out all checks in line with KCSiE 2023 for all shortlisted applicants.

