



# HR Manager (Birmingham)

Information Pack  
February 2012



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Dear candidate,

We are delighted you are interested in learning more about ARK Schools and the role of HR Manager (Birmingham).

ARK Schools is a fast growing education charity seeking to establish an outstanding network of inner city academies in London, Birmingham and Portsmouth. With eleven academies open, a further four secondary schools confirmed for September 2012, a number of primary academies set to open and an expectation that we will double in size over the next five years – this is a unique opportunity to join a thriving organisation.

We are looking for an HR Manager to provide professional support, advice and guidance in relation to organisational change, employee relations and other HR-related matters to our growing network of Birmingham academies. The successful candidate will work with the Head of HR in the management of TUPE projects and be actively involved in the management and delivery of day-to-day HR operations

This is an exciting opportunity for an exceptional HR Manager to be a founding member of staff at our brand new Birmingham hub and have a real impact on its successful development.

The ideal candidate will be a qualified HR practitioner, with experience of working at a managerial level, ideally within a schools or education setting. They will also have developed communication skills, have excellent attention to detail and be able to inspire confidence among academy principals and senior colleagues.

To find out more about ARK Schools, please visit [www.arkschools.org](http://www.arkschools.org).

To apply for the role, please go to <https://application.arkschools.net/?r=ZrJYGTmx> to upload your CV and covering letter. Applications should be received by no later than **9am on Monday 12<sup>th</sup> March**.

If you would like to discuss the role, or have any queries, please contact Holly on 0203 116 0894 or [holly.harris@arkonline.org](mailto:holly.harris@arkonline.org).

We look forward to hearing from you.

Yours sincerely,



**Lucy Heller,  
Managing Director**

## About ARK Schools

ARK Schools runs a network of eleven academies in London, Portsmouth and Birmingham. ARK Schools was created in 2004 to work with the Department for Education and local authorities to create new schools offering exceptional opportunities to children in inner cities through the academies programme.

Our aim is to help close the achievement gap between children from disadvantaged and more affluent backgrounds. Our academies focus on raising attainment so that every pupil has a real choice of going on to higher education when they complete school. Our schools are non-selective, community schools for local children. They are non-denominational other than where they replace a school that previously had a religious affiliation. ARK's academies are generally situated in deprived urban areas – just under half of pupils at ARK secondary schools are on free school meals, compared to around 15% nationally.

## The ARK Schools Network

ACADEMY	BOROUGH	OPENED	AGE	OFSTED	
				Predecessor school	Section 5 inspection
<b>Burlington Danes</b>	Hammersmith	2006	11-18	Special measures	<b>Good</b>
<b>King Solomon</b>	Westminster	2007	3-18	New school N/A	<b>Outstanding</b>
<b>Walworth</b>	Southwark	2007	11-18	Satisfactory	<b>Good</b> (with outstanding capacity to improve)
<b>Globe</b>	Southwark	2008	3-18	Special measures	<b>Good</b> (with outstanding capacity to improve)
<b>Evelyn Grace</b>	Lambeth	2008	11-18	New school N/A	<b>Satisfactory</b>
<b>Ark</b>	Brent	2008	3-18	New school N/A	<b>Outstanding</b>
<b>Charter</b>	Portsmouth	2009	11-18	Notice to improve	<b>Good</b> (monitoring visit)
<b>St Alban's</b>	Birmingham	2009	11-18	Good	<b>Outstanding</b>
<b>ARK Atwood Primary</b>	Westminster	2011	3 – 11	New school N/A	<b>Pending</b>
<b>ARK Conway Primary</b>	Hammersmith	2011	3 – 11	New school N/A	<b>Pending</b>
<b>ARK Oval Primary</b>	Croydon	2011	3 – 11	Special Measures	<b>Pending</b>

**New schools:** ARK is working with a number of governing bodies on proposals to open new primary academies in and outside London. We expect to open four secondary schools in 2012: Isaac Newton Academy in Redbridge and Bolingbroke Academy in Wandsworth, London, are new schools and Kings Norton High School in Birmingham and Elliott School in Wandsworth, both intend to convert to being ARK sponsored academies.

## **Our Vision**

Our vision is to create a group of outstanding schools that radically improve our pupils' life chances. We want every pupil at an ARK academy to do well enough by the age of 18 to go to university or pursue the career of their choice. To achieve this we prioritise six key principles across our schools:

### **1. HIGH EXPECTATIONS**

We set exceptionally high expectations for all our pupils which we reinforce constantly as they go through school. We believe every child can realise their potential with the right teaching and support.

### **2. EXEMPLARY BEHAVIOUR**

Our schools are characterised by a respectful and orderly environment, where teachers can focus on teaching and pupils on learning.

All our schools aim for uninterrupted teaching and learning to make exceptional achievement possible. We don't accept excuses and we don't make any either.

### **3. EXCELLENT TEACHING**

Nothing is more important than excellent teaching, underpinned by high quality professional development. We make intelligent and appropriate use of data to improve teaching and the curriculum and to ensure that no child is left behind. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.

### **4. MORE TIME FOR LEARNING**

Our longer school day provides more time to embed core subjects and to extend the curriculum through enrichment. Our curriculum is planned to provide pathways from any level at entry to high achievement at exit.

### **5. DEPTH BEFORE BREADTH**

A strong command of English and mathematics is a vital foundation for the whole curriculum. We prioritise depth before breadth, so that all pupils secure firm foundations in these core subjects as early as possible.

### **6. SMALL SCHOOLS**

ARK academies are organised as small schools so that every pupil knows and is known well by every teacher within their small school. Positive relationships between pupils reinforce a culture of excellent behaviour and commitment to learning.

## Achievement to Date

### Secondary results

- ARK Schools has secured a fifth year of improved GCSE performances across its academies. ARK's five academies with GCSE results achieved an average rise of 11 percentage points over last year.
- Since each school opened as an ARK academy the average annual increase in pupils achieving five GCSEs at A\*-C including English and mathematics is also 11 percentage points.
- ARK academies are now outperforming national attainment in the key subjects of English and mathematics. In mathematics, 73% of ARK pupils achieve A\*-Cs compared with 59% of pupils nationally. In English 69% of all ARK pupils now achieve A\*-C grades, compared with 65% nationally.
- Overall 61% of our pupils achieved five good GCSEs with English and maths, ahead of the national level of attainment (58%, 2011).

% pupils passing 5 GCSEs A* - C (including English and Maths)	Opened	2009	2010	2011	Percentage point increase 2010 - 2011	Average annual percentage point increase since opening as ARK academy
<b>Burlington Danes</b>	2006	50	67	<b>75</b>	8	9
<b>Walworth</b>	2007	45	59	<b>70</b>	11	11
<b>Globe</b>	2008	35	42	<b>45</b>	3	6
<b>St Alban's</b>	2009	31*	50	<b>67</b>	17	19
<b>Charter</b>	2009	21*	24	<b>39</b>	15	9
<b>Average across ARK Schools</b>					<b>11</b>	<b>11</b>

\*Denotes result for predecessor school

### Primary results

- At King Solomon, Ark and Globe Academies key stage one pupils achieved results well above local and national averages in every subject in 2011. Despite starting from relatively low baselines, an average of 68% of pupils reached level 2a across their subjects, compared with 43% of pupils in primary schools nationally.
- In Globe Academy 93% of pupils achieved Level 4+ in English and maths - 10% above the national average.
- King Solomon Academy and Ark Academy are both rated as 'outstanding' by Ofsted.

### Sixth form results

- More than two thirds of ARK's first Sixth Form cohort, at Burlington Danes Academy, secured places at their first choice university. Students are going to leading institutions including Warwick, Bristol and King's College London.

## ARK Schools staff benefits

We are committed to recruiting, developing and supporting excellent staff within the network. Alongside our continued focus on professional development through the Summit, Hub Days and the Training Menu we also offer a variety of other benefits. These benefits have been chosen to help our employees develop professionally, plan their finances and look after their wellbeing.

**ARK Rewards** – ARK Schools has a discount scheme for all employees. Employees can access up to £1,000 in savings a year from over 3,000 major retailers, receive up to 40% discounts at a wide variety of gyms and sign up for a money back healthcare programme.

- **Discounts** – Save up to £1,000 a year through store discount cards, or cashback with online shopping.
- **GymFlex** – Save up to 40% at your local gym.
- **Healthcare** – This low cost plan gives you money back towards the cost of your optical bills, dental costs and consultations.

**Interest Free Loans** – ARK Schools offers employees up to £5,000 in interest free loans for season ticket or bicycle purchases.

**Childcare Vouchers** – All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme.

## Job Description: HR Manager (Birmingham)

<b>Reports to:</b>	Head of HR
<b>Key relationships:</b>	ARK HR team, ARK colleagues, academy principals and Finance and Resources Directors (or equivalent)
<b>Start date:</b>	Earliest available opportunity
<b>Location:</b>	Birmingham
<b>Salary:</b>	Circa £35,000 (plus 10% pension contribution or additional salary supplement)

### The Role

To provide professional support, advice and guidance to colleagues, academy principals and senior staff in relation to organisational change, employee relations and other HR-related matters in our growing network of Birmingham academies.

To support the Head of HR in the management of TUPE projects, including taking a lead role in such matters as directed

To participate in the management and delivery of day-to-day HR operations and to provide support and guidance to colleagues

### Key Responsibilities

- To lead on the provision of support, advice and guidance to academy management in relation to the management of organisational change and complex employee relations issues
- To support and advise ARK colleagues on the management of TUPE casework and, as required, acting as the HR lead in relation to staff and union consultation
- To ensure that ARK's HR policies are observed and implemented consistently, including performance management and probation
- To lead on and/or support the development and delivery of relevant training, briefing and coaching of managers in relation to HR-related skills and understanding
- To effectively use HR data and metrics to underpin best practice and effective people management and planning
- To develop a sound knowledge of HR systems and databases in order to optimise their contribution to informing, driving and supporting best practice and business effectiveness (to include the development of management reporting protocols)
- To introduce/develop effective HR processes and administration systems, and develop the capacity of individual academies to manage such matters at a local level
- To ensure each academy conducts all required pre employment checks (including CRB's) and maintains the appropriate required records, including personnel files and the single central register to a high standard
- As and when necessary, to work with the central recruitment team to support/coordinate recruitment at the academies

### Other

- To undertake any other additional duties, as requested by the Head of HR

## Person Specification: HR Manager (Birmingham)

### Qualifications

- Educated to degree level or equivalent
- Membership of CIPD by examination
- A record of Continuing Professional Development activities
- Driving licence (desirable, not essential)
- Right to work in the UK

### Knowledge and Experience

- Experience of working in HR at managerial level
- Experience of working in a unionised environment, probably in the public or not-for-profit organisation
- Knowledge of, and preferably experience of the schools/the education sector
- Successful track record in operating at a strategic level, including policy development and implementation
- Experience of managing complex casework
- Practical knowledge of HR systems and databases

### Specific Skills

- Highly computer literate, with experience of Microsoft Office packages
- Excellent interpersonal skills – able to foster relationships
- Developed communication skills (both written and oral). Able to produce written correspondence to a high and exacting standard

### Personal Characteristics

- Able to inspire confidence among academy principals and senior colleagues
- Professional integrity and resilience
- Able to use discretion intelligently
- Resourceful and solution-oriented
- Attention to detail and a methodical approach to work
- Able to manage conflicting priorities and achieve objectives

### Other

- The post holder will be required to travel across Birmingham and to and from London on a regular basis
- This post is subject to an enhanced Criminal Records Bureau disclosure

## **ARK Schools, Safe Recruitment Procedure**

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Shortlisting**

Only those candidates meeting the right criteria will be taken forward from application.

### **Interview**

1. Longlisted candidates will be subject to a screening interview at ARK. Those shortlisted will take part in an in-depth interview process including a lesson observation.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.