



LION
ACADEMY
TRUST

Level 5 People Professional Apprentice – Lion Academy Trust

Information for Candidates

February 2024

Welcome from the CEO

Dear Candidate,

Thank you for taking the time to apply for a role at the Lion Academy Trust. I am extremely proud of what our teams do on a daily basis - from teaching in classes that cater for the broadest range of needs and abilities through to the support teams that make sure that everything runs smoothly and ensures that our pupils, staff and visitors experience the very best of what primary-phase education can offer.

By seeking to engage with the Trust in applying for a new role, I would encourage you to explore our websites, social media feeds and where possible, speak to our staff about working for the Lion Academy Trust. We have high standards and expectations and work hard to make sure every pupil is afforded the education they deserve - but we cherish the staff we have and work as hard to ensure that we support and develop all our teams to achieve their full potential.

You will find all the details you need in the materials provided - if you are looking for an employer that will match and exceed your ambition to positively change the lives of the pupils and communities we serve, then the Lion Academy Trust may well be the employer for you.

Good luck on your journey to finding the right job and next steps in your career.



Justin James
Chief Executive Officer

About the Trust

The Lion Academy Trust was established in 2012 and has grown to run schools in London, Essex and Wellingborough. As a values-driven multi-academy trust, our moral foundations are the basis for the successes we have achieved:

The right to an outstanding education

We believe that all children and students have the right to an outstanding education and access to outstanding facilities. Proven school improvement strategies and resources are deployed to meet local needs.

The relentless pursuit of excellence

Our teams take responsibility to ensure that we deliver “good or better, every day”. Obstacles and barriers are overcome by clear, targeted support that drives the culture of sharing outstanding practice in the relentless pursuit of excellence.

Our pupils are the reason we exist

Outstanding teaching and learning is central to every decision made and every development introduced. The Trust is tightly focused on pupils as our “stakeholders” and as the reason why the Trust and schools exist.

Centrally defined, locally implemented hubs of excellence

Centralised design of pedagogy, policies and strategies are deployed via the three hubs with local relevance retained through transformative practice being implemented and developing communities of practice all working to achieve the same high standards and outcomes.

Investment in teams and practice is key to the transformation of education

At the core of our ethos is the belief that investment in high-quality, bespoke training and development is critical to our continued ability to successfully transform education. This is to enable both staff and pupils to develop as individuals and as professionals in order to achieve excellence.

You will find that as a Trust and education service provider, we pride ourselves on the consistent application of what we can evidence that makes a difference; staff are measured by the impact they create, not the workload they manage. Our drive to make a tangible, positive difference in every community we serve, recognising the contribution and challenges our families can offer and are facing, means that we go beyond context or reasons ‘why not’ - and never lose sight of why we are here: every pupil in our schools.

Why work for the Lion Academy Trust?

To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- An electric car-lease scheme, through Tusker;
- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
- Actively implementing workload reduction measures around marking, lesson planning and data tracking;
- Paying staff to run clubs - and fully funding all after school clubs for our pupils;
- Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
- Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
- Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.

And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

Lion Learning Pathways



In addition to a leading CPD programme and published resources, to support every school role, every Trust school has access to the Lion Learning Pathways. A programme of tried-and-tested guides and lesson formats to help build and enhance the progression of learning required by the National Curriculum. An invaluable resource providing all your teaching and learning content requirements – split by key stage to support Year 1 to Year 6.

As an educator within our Trust, the Lion Pathways Teacher supports workload reduction - the provision of content-rich, fully resourced subjects - via planning aides and digitised lessons means less time / resource on sourcing material; more time and focus on precision teaching. Learn more at <https://lionpathways.net/>

Reap the benefits:



Quality lessons



Engaging content



Class collaboration



Easy assessments

Job Profile

Job Details	
Job title	People Professional Apprentice (Level 5)
School	Lion Academy Trust
Responsible to	Employee Engagement Manager
Location	London
Salary	£22,524.48 (52 weeks per year)

Main purposes of the job

The Trust Operations Team is a vibrant and multi-skilled team that provides central support across all the schools within the Trust. Interaction within this department will be between finance, HR, facilities and wider operations teams.

Reporting to the Employee Engagement Manager (who will be the workplace mentor), the People Professional apprentice will form part of the Trust Operational Team with a primary focus to provide administrative support for Human Resources and Payroll. The apprenticeship offers flexibility to participate in a wide range of activities across the team, from coordinating meetings and drafting documentation to contributing to projects; allowing for engagement with a variety of colleagues across the Trust. This role provides a firm base to develop and grow key human resources and communication skills in a busy office environment.

General Responsibilities:

- Support the Employee Engagement Manager with the implementation and management of the HRIS and payroll platforms, problem solve technical issues and queries, escalating to the third-party system provider support team when necessary and managing the escalation to full solution.
- When necessary, manage recruitment processes from advert to appointment.
- Contribute to the planning, development and organisation of the LAT Operational diary.
- Organise and clerk Trust team meetings.
- Organisation of Trust wide events including hospitality, travel, venues and attendees.
- Support, organise and market of Trust CPD schedule and events.
- Organise the production of Trust literature such as the Trust Newsletter and Human Resources Bulletin.
- Receptionist duties for the Trust office, acting as first point of contact for all visitors and respond to telephone inquiries.
- Understand Trust policies in relation to HR, Absence Management, Recruitment and Retention and GDPR.
- Support the Employee Engagement Manager with Human Resources quality assurance tasks such as data sampling for the Trust Executive Auditing Framework.
- Lead and manage on the school workforce census (SWC) process for the Trust, assisting schools where needed and communicating key dates ensuring submissions are completed by the due dates.
- Submission and management of employment sponsorship applications to UKVI for the Trust.
- Co-ordinate the DBS and medical check processes for any central Trust team hires and ensure clearance details are disseminated as required.
- Function as the intermediary between schools and the third-party payroll provider, passing over employee payroll information monthly in line with monthly set deadline schedules.
- Assist schools where needed to help resolve payroll queries/system errors working with the third-party payroll provider and dedicated payroll officer.

- Support the Head of Payroll in leading and validating the central Trust team's payroll.
- Communicate with the schools all tasks to be completed and remind them of completion and sign off in line with the monthly set deadline schedules.
- Create, implement, manage and review processes as and when needed that affect payroll e.g., Teacher/Support staff increments.
- Management and ownership of the HRIS back-end system that stores all pay related information such as pay grades and spine points, updating them when scales change in line with inflation etc.
- Handle enquiries and correspondence in a professional manner, draft replies and/or refer enquiries as appropriate, monitor general email accounts to ensure all enquiries are responded to.
- To demonstrate a professional attitude, evidencing commitment to the Trust and the attainment of excellent quality of service.
- Ensure and maintain integrity and confidentiality of data and associated data protection, in line with statutory and corporate requirements.
- Provide support with updating Trust operating procedures and/or policies under the direction from the Employee Engagement Manager.
- Working as part of the Trust Operations Team sharing good practice and developing common procedures, and actively reviewing and improving the service where appropriate.

This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: A = Application Form, I = Interview, R = Reference.

Qualifications and Professional Development	Essential	Desirable	Evidence
GCSE (or equivalent) English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
A Levels (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
Previous experience working in an office environment (HR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
Personal Skills and Attributes			
A self-motivated, results-focused and proactive approach to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I/R
Excellent organisation skills and high level of attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I/R
Good communication and relationship building abilities in order to collaborate and liaise with a variety of stakeholders both verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I/R
Experience of using Microsoft Office applications, in particular Outlook, Word and Excel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I/R
Respect confidentiality and the sensitive nature of working within a school environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Ability to work using own initiative and as part of a team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I/R
Ability to work to deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
An innovative and analytical thinker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Other			
Commitment to promoting company values.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Commitment to promoting equality, diversity, and inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Flexible approach to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I

How to Apply

The closing date for applications is 27 February 2024 with interviews held shortly after.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification. Further information can be found here: [People Professional Apprentice - Find an apprenticeship \(findapprenticeship.service.gov.uk\)](https://findapprenticeship.service.gov.uk)

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS and medical checks.

The Lion Academy Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children.

