

Job Title	Director of People
Job Type	Permanent
Job Hours	Part-time and term-time only/term-time only plus options Estimated 0.6FTE but flexible for the right person
Pay Grade/scale	OUTL 47-53 £55,155 – £65,025 (pro-rata)
Location	Flexible – home working/hybrid/school-based
Responsible to	CEO

JOB PURPOSE

At Astrum Multi Academy Trust, our people are what make us truly special and outstanding to our families and children; we want to:

- *Provide the very best **care, flexibility and support** for our colleagues recognising they go the extra mile*
- ***Grow the careers** of our colleagues at all levels and be nationally recognised for our **excellent professional development** offer*
- *Be **inclusive** in our approach, **listen** to our colleagues and give them a **strong voice** in the decisions we make*
- *Be recognised as a **fantastic place to work** and attract **diverse** people committed to our values and ethos*

We are fully committed to the professional development of our people and are seeking an exceptional Leader of People to join our Executive Team and take ownership of developing and driving the Trust's new People Strategy. As a member of the Executive Leadership Team, they will be instrumental in securing our vision of a talented, diverse and fulfilled workforce that serve our unique population of pupils.

The Director of People will have a direct influence and positive impact on the people in the organisation. They will review and shape an innovative trust HR operating model which is suited to meeting our needs during a time of organisational growth and change. They will lead a small team of HR professionals to provide effective delivery of the Human Resources function across the trust academies, provisions, services and central team and collaborate with trust and academy leaders to recruit and develop the highest quality of staff.

KEY RESPONSIBILITIES

VISION AND STRATEGY

In close collaboration with the Executive Leadership Team and Academy Leaders;

- Provide visionary leadership in the development and implementation of the People Strategy, aligning it with our trust's overall objectives
- Shape, develop and oversee a trust-wide recruitment, retention, development and well-being strategy, fostering a culture of excellence
- Drive strategic people initiatives that support the trust's vision and values
- Lead on developing a strategic approach to workforce planning and talent management
- Engage in policy development and strategic planning to adapt to changing employment law and educational landscapes

- To lead on the HR aspects of potential Academy conversions, new free schools and new provisions/services
- Provide strategic direction to HR practices within the trust that attract, retain and develop a high performing workforce
- Establish and maintain outstanding professional relationships, ensure effective communication across the schools in the Trust and other stakeholders.
- At all times champion the values of the Trust and be an ambassador and advocate of its mission.

RECRUITMENT AND TALENT MANAGEMENT

In close collaboration with the Executive Leadership Team and Academy Leaders;

- Devise and Implement a pioneering recruitment and retention strategy for the trust, ensuring that the highest quality of staff are working with our pupils to deliver exceptional teaching, learning and support
- Develop a strong employer brand to attract driven individuals into our organisation and adopt modern and safe recruitment practices
- Be responsible for ensuring compliance with Safer Recruitment practices
- Work to embed and promote creative and unique employee benefits packages
- Champion a diverse workplace that is reflective of the communities that we serve and implement strategies to ensure diversity and a culture of respect
- Ensure all job descriptions are accurate and reflective of the roles that staff fulfil consistently across the Trust, keeping a database of all job descriptions and person specifications and co-ordinate the process of review
- Develop and maximise the capabilities of staff through implementation of an exemplary professional development framework, including a consistent and comprehensive trust induction programme
- Develop succession and workforce planning processes
- Seek out high quality leadership development opportunities for both teaching and non-teaching staff
- Lead initiatives to promote staff wellbeing, including proactive stress and absence management
- Create a nurturing and supportive environment for all staff
- Seek to continually review and implement health and wellbeing opportunities for staff
- Support the trust communications plan and contribute to the development and delivery of the trust's Marketing and Communications Strategy

TRUST HR PROVISION

The Director of People is responsible for;

- providing and managing a comprehensive HR service across the Trust and its schools and deliver high – quality professional advice and guidance to trust and academy leaders and managers
- line managing a small team of HR professionals, providing appraisals, professional support, guidance and mentoring and ensuring that appropriate CPD is provided to enable them to effectively carry out their role
- assuming overall responsibility for staff contracts and associated pay roll, pensions, etc.

- leading on employee relations (including complex casework), overseeing the overall management of the employment relationship, through deployment of HR resources within the Team, leading and developing HR team members, deploying them effectively to ensure both they and the HR function deliver an efficient, effective and professional HR service to trust and schools (including overseeing investigations and complex employee relations issues including, redundancy and grievance)
- ensuring timely, responsive and solution-focused HR services to trust and academy leaders and managers, ensuring the trust adheres to best practice and operates within the law, and co-ordinate appropriate external legal or professional advice where required
- ensuring the trust has the data, policies and practices in place to provide an excellent level of service to all its schools.
- Overseeing the HR related data management system(s) and ensure their implementation supports organisational efficiency
- ensure the maintenance of confidentiality for all staff records
- overseeing the timely access to relevant and accessible staffing related information options to support strategic decision making for the Trust Board and Executive Team
- provide accurate and timely information for statutory reporting, including gender pay gap, Trade Union facilities time, etc.
- leading on the development and alignment of HR Trust policies and working in partnership with the executive leadership team to ensure that the agreed HR policies and processes are implemented well
- ensuring regulatory compliance for HR practice, keeping up to date with current HR and employment law requirements.
- Building the HR capacity of leaders and managers across the trust by developing their knowledge and skills related to staff management and employment law legislation
- In partnership with the Executive Team, further develop communication channels and staff feedback opportunities, taking the lead on the annual staff well-being survey
- Oversee the maintenance of positive employee relations, including working proactively with trust union representatives
- Foster a culture of fairness, equity and inclusion

RESPONSIBILITIES OF ALL STAFF

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with all trust and school policies and procedures e.g. relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations (GDPR).
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings appropriate to your role.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with leadership, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.
- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role.
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all.
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.
- Carry out any other duties as reasonably required to contribute to the smooth running of the Trust.

Other duties

- Ability to work across school sites.

PERSON SPECIFICATION

Applications will be assessed against the following, which are the minimum required for this post.

	Essential	Desirable
Qualifications, training and knowledge	<ul style="list-style-type: none"> • CIPD Level 7 qualified or equivalent professional qualification • Up-to-date knowledge of employment law • Degree educated or equivalent experience/qualification • Full working knowledge of relevant legislation including equal opportunities and data protection (GDPR) 	<ul style="list-style-type: none"> • Understanding of the current education sector, specifically people/HR policies, practice and challenges • Full working knowledge of relevant school and national policies/codes of practice • Good working knowledge of pay roll and pensions
Skills	<ul style="list-style-type: none"> • Strategic vision, with the ability to analyse and articulate a high-impact plan • Ability to support trust-level objectives with up-to-date research and best practice • Excellent interpersonal skills to manage a wide range of stakeholders • Organisational skills to deliver a complex offer to a high standard • Ability to work collaboratively with others, to deliver results • Excellent written and oral communication skills 	

Experience	<ul style="list-style-type: none"> • Experience in designing and implementing strategic initiatives at an organisational level • Experience of rolling-out of a talent management strategy that delivered a demonstrable impact • Experience of developing and improving HR processes, systems and policies • Have significant effective experience of using ICT, equipment and resources in a variety of forms and a working knowledge of Microsoft Office programmes, specifically Word and Excel • Have experience of using and an understanding of data management systems 	<ul style="list-style-type: none"> • Experience of working successfully with leaders in a multi-site, complex organisation • Experience working in schools or academy trusts • Existing networks and relationships with people leaders in other trusts
Attributes	<ul style="list-style-type: none"> • An instinctively collaborative approach and an openness to new ideas • Ability to manage a complex workload, to work independently and to tight deadlines • Ability to remain calm under pressure • Commitment to high educational, professional and personal standards • Ability to maintain integrity and confidentiality at all times • Ability to establish respectful and trusting relationships with colleagues, managing difficult exchanges as necessary • Commitment to equality, diversity and inclusion • A desire and openness to change and willingness to learn new skills • Ability to self-evaluate learning needs and actively seek learning opportunities 	

What we offer

All Astrum employees will benefit from:

- Excellent opportunities for professional development and career progression
- Flexible/hybrid working arrangements
- Well-being support including access to mobile app and enhanced medical benefits
- Attractive salary with opportunity to work part-time/term time only
- Generous public sector pension scheme
- A chance to be part of a hard-working collaborative team
- Supportive and family friendly HR policies
- Highest level of job satisfaction from making a difference to lives of our pupils

Equality, Diversity and Inclusion

At Astrum we are deeply committed to being an inclusive workplace that values diversity and all the richness that brings. We strongly encourage applications from candidates that share this commitment.

How to apply

For more information about this position or to have a confidential discussion about the role, please contact Lara Parr – CEO via the Executive PA – rachael.selner@astrum-mat.org

Please send your completed application form and CV to rachael.selner@astrum-mat.org

Closing date: Monday 15th July – 12pm Noon

Shortlisting: w/c Monday 15th July

Interview: 29th & 30th July

For further information about our safer recruitment practices please visit our website:

<https://www.astrum-mat.org/keeping-children-safe/safer-recruitment>