

Job Description

Position:	Director of People
Responsible to:	Chief Executive Officer (CEO)
Key Relationships:	Director of Education (DOE), Chief Financial and Operating Officer (CFOO), Estates Manager/DPO, Central Team, Headteachers, Trustees.
Grade:	£70,000 – £75,000
Working Pattern	Full-time (whole year), Permanent
Accountability:	The postholder is accountable to the CEO and will sit on the Executive Board.
Location:	Trust Offices are based at Wightwick Hall School (the post holder would be expected to travel to schools across the Trust) and flexible/hybrid working is welcomed

Purpose / Overall Objectives
<p>STATEMENT OF PURPOSE:</p> <p>The People Lead will play a pivotal role in shaping and delivering the Trust’s People Strategy, ensuring that HR practices support the Trust’s mission to attract, retain, develop, and support exceptional staff across all schools.</p> <p>This role combines strategic leadership with hands-on operational HR support, fostering a culture of excellence, inclusion, and continuous improvement.</p>

Key Tasks
<p>MAIN DUTIES AND RESONSIBILITIES:</p> <p>STRATEGIC LEADERSHIP</p> <ul style="list-style-type: none"> • Lead the development and implementation of the Trust’s People Strategy in alignment with its vision, values, and growth plans. • Act as a strategic partner to the Executive Team, contributing to Trust-wide planning and decision-making.

- Drive workforce planning, succession planning, and organisational development initiatives across the Trust.
- Champion a positive, inclusive, and high-performance culture.

RECRUITMENT AND TALENT MANAGEMENT

- Oversee end-to-end recruitment processes across the Trust, ensuring consistency, compliance, and best practice.
- Support school leaders in developing talent pipelines and succession plans.
- Lead MAT-wide recruitment campaigns and explore alternatives to external recruitment agencies.
- Ensure safer recruitment practices and onboarding processes are embedded and effective.

EMPLOYEE RELATIONS AND COMPLIANCE

- Provide expert advice on complex employee relations issues, including conduct, capability, and grievance matters, as well as Employment Tribunal claims.
- Ensure compliance with employment law, safeguarding requirements, and Trust policies.
- Maintain strong relationships with trade unions and lead on formal consultation processes.
- Keep the Trust informed of legislative changes and HR best practices.

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

- Support the implementation of effective professional growth (formerly known as performance management systems across schools.
- Identify training needs and coordinate MAT-wide CPD opportunities.
- Develop a Trust wide training plan aligned to the Trust strategy and vision.
- Promote leadership development and career progression pathways.
- Facilitate coaching and mentoring initiatives to build internal capacity.

OPERATIONAL HR MANAGEMENT & ORGANISATIONAL DESIGN

- Dependent on Trust growth, create and develop a People Team and appropriate HR and central services operating model, ensuring high standards of service delivery and continuous improvement.
- Oversee HR administration, including contracts and casework documentation.
- Ensure accurate and timely reporting of People Metrics and KPIs to executive team and trustees.

CULTURE AND WELLBEING

- Support the development and delivery of the Trust's Wellbeing Plan.
- Promote and demonstrate equality, diversity, and inclusion in all people practices.
- Lead initiatives that enhance staff engagement and organisational culture.
- Ensure that statutory returns and action plans are completed and developed to a high standard such as the gender pay gap report.

GENERAL RESPONSIBILITIES (this list is not exhaustive and should reflect the ethos of the Trust)

- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.

EQUALITY AND EQUITY

- To ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- To actively challenge and address discrimination.

WORK ENVIRONMENT

- The post holder will need to be flexible and will be directly accountable for meeting objectives and deadlines laid down by the CEO.
- To work on own initiative.

WORKING CONDITIONS

Based at Wightwick Hall School with the expectation to work in all schools across the Trust when required.

OTHER DUTIES

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Health & Safety: The post holder must carry out their duties with full regard to Endeavour Multi Academy Trust's Health & Safety procedures.

The post holder will be subject to performance objectives agreed and reviewed annually.

Person Specification	
Essential Criteria	Measured By
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • CIPD Level 7 qualification or equivalent (Or a willingness to gain the qualification) • Proven experience in a senior HR role, ideally within education or a multi-site organisation. • Strong knowledge of employment law and HR best practices. • Experience in managing change and developing HR systems. • Excellent interpersonal, communication, and leadership skills. • Ability to work collaboratively and influence at all levels. 	AF / I
Desirable Criteria	Measured By
<ul style="list-style-type: none"> • Experience in a Multi-Academy Trust or education setting. • Experience in organisational development and talent management. • Chartered member or fellow of the CIPD. • Familiarity with safeguarding and safer recruitment in schools. • Driving licence and access to a vehicle. 	AF / I

AF = Application Form

I= Interview

Endeavour Multi Academy Trust is 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.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signed:

Date:

Signed: CEO

Date: