



endeavour
multi academy trust

Director of People Candidate Pack



Welcome

Thank you for your interest in the role of Director of People at Endeavour Multi-Academy Trust. We are delighted you've decided to take this opportunity to find out more about the remarkable and unique community of schools that form the Endeavour MAT.

The Trust currently operates seven schools: Two Rivers High and Primary schools (including a nursery) on two sites in Tamworth; Cherry Trees School (primary) in Wombourne; Wightwick Hall School (secondary) in the leafy outskirts of Wolverhampton; Christ Church, River View and Tower View Schools all located in Burton on Trent.

Since our Trust was established in 2017, all stakeholders have worked tirelessly to encourage and support everyone in our learning community to be the best they can be: staff, trustees, local governors and, of course, our wonderful pupils. We are incredibly proud of what our Trust and our schools have achieved and are excited about recruiting a Director of People to support with the next phase of our growth and development.

With a growing family of special and mainstream schools, Endeavour MAT is committed to creating a culture where every member of staff feels valued, supported, and empowered to thrive.

We are highly motivated by the opportunities ahead of us, realistic about the challenges we face and ready to support our Director of People in their new role.

We sincerely hope that your initial interest will be converted into a formal application. To support this our website expands on the Trust's visions and values.

If you have any queries or would like to discuss any aspect of the role, please contact Holly Rigby, Assistant to the Executive Board, on h.rigby@endeavourmat.co.uk.



Ethos and Values

Endeavour Multi Academy Trust is determined to rigorously follow the Nolan Principles of Public Office. We have also made a decision to become a path finder with the National Governance Associations launch of their Leadership in Education Initiative Programme. We have ensured that all our schemes of delegation and terms of references reflect this practice when making decisions in the managing of our organisation. All our policies and contracts will also reflect this ethical practice. We understand that we are responsible for the use of taxpayer's money, so it is important that we demonstrate the qualities that are set out below.

Framework For Ethical Leadership in Education

The Ethical Framework for Educational Leadership is based upon the seven principles of public life. These are called the Nolan Principles.

Selflessness	Integrity	Objectivity
School and college leaders should act solely in the interest of children and young people.	School and college leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.	School and college leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.
Accountability	Openness	Honesty
School and college leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.	School and college leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.	School and college leaders should be truthful.
Leadership		
School and college leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.		

**‘Stronger Together:
Excellence, Inclusion and Equity’**



Job Description

Post Title:	Salary Range	SCP:
Director of People	£70,00 – £75,000	
Hours:	Base:	
37 hours per week (Full year)	Hybrid working arrangement (Travel to all schools will be required – a clean driving licence and access to a vehicle is essential)	

Statement of Purpose:

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. This role combines strategic leadership, as a member of the Trusts Executive Board, with hands-on operational HR support, fostering a culture of excellence, inclusion, and continuous improvement.

Key Duties:

STRATEGIC LEADERSHIP • Lead the development and implementation of the Trust's People Strategy in alignment with its vision, values, and growth plans. • Act as a strategic member of 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.

Job Description Continued



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

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

WORKING CONDITIONS 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.

Person Specification

Essential Criteria	Desirable Criteria	Measured By
Knowledge and Experience:		
<ul style="list-style-type: none"> • Strong knowledge of employment law and HR best practices. • Proven experience in a senior HR role, ideally within education or a multi-site organisation. • Experience in managing change and developing HR systems. • Experience in organisational development and talent management. 	<ul style="list-style-type: none"> • Experience within a Multi-Academy Trust or education setting. • Familiarity with safeguarding and safer recruitment in schools. 	AF/I/P/T
Qualifications/Training:		
<ul style="list-style-type: none"> • CIPD Level 7 qualification or equivalent (or a willingness to gain the qualification) • Chartered Member of the CIPD 	<ul style="list-style-type: none"> • Chartered Fellow of the CIPD. 	AF/I/P/T
Skills:		
<ul style="list-style-type: none"> • Excellent interpersonal communication. • Advanced leadership skills. • Ability to work collaboratively and influence at all levels. 	<ul style="list-style-type: none"> • Driving licence and access to a vehicle. 	AF/I/P/T
Behavioural Attributes:		
<ul style="list-style-type: none"> • Ability to work effectively as part of a team. • Excellent organisational, planning and prioritising skills. • Able to clearly explain and convey information to a range of stakeholders. • Able to work on own initiative and react to competing demands. • Able to work towards and meet deadlines. • Training and coaching skills. • Commitment to the improvement and development of self and others performance. • Post holder will be required to demonstrate the behaviours and attributes that support the Trust's core values. • Identifies and promotes best practice and encourages the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. 	<p>Key: AF = application form I = interview P = presentation T = test</p>	AF/I/P/T

How to Apply

Please complete the application form and email to Holly Rigby, Assistant to the Executive Board h.rigby@endeavourmat.co.uk by the stated closing date.

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Holly Rigby.

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.

Closing date: 16th January 2026

Shortlisting date: 19th January 2026

Interviews: 6th February 2026



Endeavour Multi Academy Trust,
Wightwick Hall School, Tinacre Hill,
Wolverhampton, WV6 8DA.