



Job Description

Trust Director of People

L21 – L25

Reporting/Accountable To: Chief Executive Officer, Trust Board.

Key Relationships: Academy and Trust HR colleagues. Executive Leadership Team, Trust Central Team, Headteachers & School Leadership Teams, Trade Unions and professional associations, external partners.

Line Managing: HR Business Partners or equivalent within Trust structure, Trust Recruitment Coordinator

Main Purpose of Role

The Director of People is a key member of the Executive Team, responsible for shaping and delivering the GMET People Strategy. This senior leadership role ensures that our vision, values and strategic priorities are embedded in all aspects of workforce planning, culture and development. The postholder will lead on attracting, developing, supporting and retaining the Trust's most important resource – its people – creating an inclusive, high performing organisation where colleagues thrive and pupils succeed.

Core Responsibilities

Greater Connection

- The Director of People will lead the delivery of the People Strategy to strengthen a trust wide culture, support school improvement and align with the Trusts strategic priorities.
- Foster a culture of greater connection, ensuring strong relationships, consistent and on brand communication and a shared sense of purpose across all schools.
- Advise the Board and Executive Team on workforce trends, organisational design and culture development.
- Drive organisational effectiveness through consistent HR systems, processes, and delivery models.
- Lead, inspire and develop the central People team to deliver high impact HR services to schools. Ensuring the People team models Trust values and provide high quality, consistent support. Implementation of centralised, high-quality, values-based recruitment systems and monitoring of candidate experience.
- Ensure robust pre-employment checks and safer recruitment practices across the organisation.
- Oversee pay frameworks, ensuring equity and alignment with strategic aims.
- Lead the Trust's Equality, Diversity and Inclusion Strategy to ensure inclusive and equitable hiring and development.
- Lead a robust pay and rewards strategy to attract and retain the very best talent. Provide comprehensive induction to the Trust for all new colleagues and gather feedback to improve processes.

- Ensure that the Trust operates robust systems and processes in place to ensure compliance with Keeping Children Safe in Education (KCSIE) guidance.
- Oversee casework, industrial relations, and employee relations ensuring consistent and professional handling with outlined service level agreements.
- Lead in trade union relations and consultations, fostering a positive and collaborative relationship.

Greater Opportunity

- Place professional learning at the heart of school improvement, mobilising evidence-based practice.
- Build capacity amongst colleagues within the People function, identifying and addressing skills gaps and supporting professional development and quality assurance processes.
- Drive Practitioner Networks and Strategic Leadership Networks to enhance collaboration and impact.
- Use the Talent Management Framework to identify, develop, and retain high-potential employees.
- Develop mechanisms for support colleagues to grow and lead in their areas of expertise.
- Develop the professional learning and improvement process for all support colleagues.
- Build partnerships with external providers to enrich professional learning opportunities.
- Champion a performance culture and continuously review productivity and development.
- Provide strategic HR leadership, ensuring effective advice, guidance and support for Trust leaders and compliance with employment legislation and best practice.
- Oversee whole Trust workforce planning, ensuring the right skills, roles and structures are in place to deliver outstanding outcomes for students and that risk is managed through effective succession planning.
- Deliver an Apprenticeship Strategy and collaborate on the development of a Career Pathway model to deliver greater opportunity for all employees.

Greater Support

- Lead a proactive wellbeing and engagement agenda that supports the Trusts commitment to Greater Support. Lead on the delivery, analysis and follow-up strategy and actions in gathering the views of colleagues across the Trust.
- Work with senior colleagues to manage complex employee relations and formal processes.
- Embed and ensure the Trust's shared expectations of ethical behaviours and values-centred ways of working.
- Lead on workload management strategies and use digital tools to reduce administrative burdens.
- Promote flexible working and monitor uptake of employee benefits.
- Establish feedback platforms to capture staff voice and inform organisational improvement.
- Report systematically to the Trust Board on key people metrics, trends, and actions.

Safeguarding

The Director of People will be accountable for supporting the Trust's work to safeguard its pupils, its staff and the wider community.

- Develop, implement and monitor the trust's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements.
- Monitor the Trust's single central record, ensuring Trust-wide compliance with requirements.
- Lead on the Trust's responsibilities for safeguarding, specifically in relation to employee matters.
- Lead the Trust's procedures for handling allegations against adults, and liaise with external agencies as required.
- Working with the designated safeguarding lead, develop and implement a programme of safeguarding training.

Accountability

Regularly report to the CEO and Board on People Strategy KPIs, including:

- Recruitment and retention data.
- Advice on organisational design and structure of the function.
- Diversity and inclusion metrics.
- Staff engagement and wellbeing measures.
- Professional development uptake and impact.
- Recruitment and retention.

Other Specific Duties as an Employee

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent, the exception being specific, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.
- General tasks vary from time to time to take account of the changing nature of academies and the demands placed upon it. Such changes are normal parts of the post and as such do not constitute a change to the general job description



- Employees are expected to be courteous to colleagues and be an integral part of a welcoming, professional environment
- Employees are expected to set a good example in terms of dress, punctuality and attendance
- Employees must uphold the Trust Code of Conduct and dress regulations
- The Trust will endeavour to make any reasonable adjustments to the role and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but, following consultation with you, may be changed by the Chief Executive Officer to reflect or anticipate changes which are commensurate with the salary and job title

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification

Trust Director of People

L21 – L25

Attributes	Essential/ Desirable	How Assessed
Qualifications		
Post Graduate qualification at Level 7 — preferably in Human Resources or a related field (e.g. Educational Leadership, Business Administration)	Essential*	Application
* Where this is not yet held, a commitment to working towards this accreditation, supported by the Trust, will be expected		
Chartered membership of the CIPD (MCIPD)	Desirable	Application
A record of recent and relevant professional development	Essential	Application
Knowledge, Experience and Skills		
Strategic leadership of people functions; organisational culture and change; EDI and employee wellbeing strategies	Essential	Application, interview
Proven track record of shaping and delivering people strategies that improve culture, capability and organisational performance.	Essential	Interview
Strong understanding of employment law, safeguarding and sector specific HR requirements.	Essential	Application, interview
Demonstrated ability to lead large-scale change and organisational design	Essential	Application, interview
Experience in talent development, wellbeing strategy and inclusive people practices.	Essential	Application, interview
Experience of working in, and/or an interest in/knowledge of, secondary education and the current landscape and challenges	Desirable	Application
Evidence of management skills that will facilitate the development of strong networks within the Trust	Essential	Application, interview
Experience of negotiating at senior level with trade unions and stakeholders	Essential	Application, interview
Excellent planning and organising skills including project management experience	Essential	Application, interview
Excellent communication and interpersonal skills with the ability to communicate at all levels across diverse teams.	Essential	Application, interview
Ability to manage and motivate own team	Essential	Application, interview,
Use and development of workforce analytics and stakeholder engagement	Essential	Interview
Ability to negotiate, persuade and influence others both at organisation and individual level	Essential	Application, Interview, task

Behaviour and Values

A collaborative team-working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, interview
Commitment to equity and transparency and demonstrating those in everyday working	Essential	Application Interview,
Proactive approach to tackling issues, using own initiative to trouble shoot issues independently	Essential	Application, interview
Flexible and able to adapt and prioritise appropriately	Essential	Task, interview
Commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, interview
Commitment to maintaining and developing professional knowledge and skills	Essential	Application, interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Application, interview
Open-minded and able to provide accurate, honest and constructive advice and guidance	Essential	Application, interview
Upholds the Trust's values	Essential	Application, interview