



Our mission is running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

Job description & person specification

How we do things at Pontefract Academies Trust

We (the Trust) value **our people** and recognise the importance of supporting and encouraging **you** to help. Raise **your** aspirations, unlock **your** potential and work to achieve excellence through encouraging a 'can do' feel, across our whole family of schools.

Our pupils, **our people** and our surrounding communities are at the heart of the Trust, we therefore have certain obligations in place that **our people** need to recognise and adhere to.

We simply want every child in Pontefract to have the best possible education and start in life and in achieving this aim you will need to be able to embrace and live by our five guiding principles.

Our guiding principles

Because our **people matter**, we aim to provide professional work environments where recruitment development and retention of the best people is top priority.

We want our people to take responsibility for ensuring that they succeed. We commit to **achievement without excuses** in achieving this value.

Our **students come first**, and we aim to keep low priority tasks away from frontline teachers and leaders so that they can focus explicitly on our core business of teaching.

We set high standards, we do not accept second best to this end, and everything you do should be **excellence as standard**.

We want our people to take collective responsibility so that we are **stronger as one**. If one fails, we all fail mentality.

Job Description

JOB TITLE:	Director of People
GRADE/SALARY:	Circa £50,000 per annum
REPORTING TO:	Director of Operations

JOB PURPOSE

The Director of People will provide strategic and operational leadership of the Trust's People function. The role will help to influence the development of the culture across the organisation. The Director will play a pivotal role in helping further develop an empowered, high quality, efficient and high performing workforce. A key deliverable of the role will be to continue to build the reputation of the organisation as a people centred and career enhancing employer, with an emphasis on the recruitment, development, and wellbeing of a diverse, high-performing workforce.

The role has a specific purpose of:

- Continually improving the employee experience, making PAT an attractive and great place to work
- Delivering people/technology-led projects that reflect our culture and set our people up to successfully deliver the outcomes for our children.
- Working with school leaders to join-up and continuously improve the organisation experience for our people.
- Developing a workforce that is highly skilled, motivated and can deliver on our ambitious goals.
- Championing and evolving our cultural vision and values.
- Providing day to day support to our people, and hands-on management of our HR and legal case work
- Analysing and triangulating people data held at both Trust and School level to proactively seek out risks, identify weaknesses or build on strengths and opportunities.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The post holder will:

- Act as the CEO's (and ELT) key advisor on all people issues and assist in over-seeing the setting and communication of the Trust's people objectives.
- Attend ELT meetings as required for specific items to update on all people issues, change management, succession planning and recruitment.
- Support the CEO and ELT to deliver the Trust's People strategy and its underpinning plan including:
 - Delivering and shaping transformative change
 - Building a strategy to attract, develop and motivate talented people to achieve our goals. This includes leading the development of the Trust's employer brand, engaging inductions and onboarding experiences and retention of current and future employees.

- Supporting and coaching leaders across the Trust to deal with all people related matters whilst developing and deploying tools to improve their leadership management capability and knowledge, enable effective management of line management issues, drive accountability and performance.
- Embedding the people agenda across all levels of the organisation
- Developing the organisational capability to support the delivery of the strategy. This includes identifying current and future skills and developing talent management plans, career conversations and career paths to grow and improve the organisation's capabilities including effective succession planning.
- Reviewing effectiveness of existing approaches to reward, benefits, and recognition
- Bringing a breadth of 'fresh thinking', reviewing practice, and building future based best practice
- Recommending improvements to support a culture that recognises and celebrates success.
- Manage people projects and case work across the Trust to minimise the risk to the organisation, and to ensure that casework is being managed proactively and timely.
- Review and support the effectiveness of the Trust's internal communication strategy.
- Utilise key people metrics to drive improvement and influence business decisions.
- Ensure that the organisation is compliant with relevant HR employment legislation in conjunction with the Director of Operations.
- Manage relationships with trade unions, outsourced suppliers, and key people partnerships.

Responsibilities for people (line management)

- Business Support Officer

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Staff Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals.
- Work effectively as part of team.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required.

Person specification

No.	CATEGORIES	ESSENTIAL/ DESIRABLE	Assessed by:	
			APP FORM	INTERVIEW/ TASK
CULTURAL FIT				
1.	Achievement without success	E	√	√
2.	Excellence as Standard	E	√	√
3.	Our people matter	E	√	√
4.	Students come first	E	√	√
5.	Stronger as One	E	√	√
QUALIFICATIONS				
6.	Chartered Fellow/fully qualified member of the Chartered Institute of Personnel and Development (CIPD) or equivalent relevant professional qualification.	E	√	
SKILLS, EXPERIENCE AND COMPETENCE				
7.	Experience of successfully managing the delivery of people focused transformational change management programmes and cultural change - on time and to budget, in a complex and diverse multi-stakeholder environment.	E	√	√
8.	Ability to challenge and influence at senior management and senior external stakeholder level.	E	√	√
9.	Strong commercial awareness - working knowledge and understanding of commercial services including procurement and managing contracts successfully.	E	√	√
10.	Experience of managing outsourced people services, people resources and working with third party suppliers through contract bid, negotiation, grant and delivery phases and creating positive, client focused partnerships which deliver value for money.	E	√	√
11.	Strong operational delivery focus with ability to interpret data to create and present evidence-based insight.	E	√	√
12.	Experience of effectively running programmes of performance improvement that deliver organisational impact and drive excellence in systems and practices.	E	√	√
13.	A strong working knowledge of employment law and best practice as well as experience of leading on complex employee relations.	E	√	√
14.	Team Management – experience in leading and managing a HR team with ability to mentor and coach leaders at all levels.	E	√	√

No.	CATEGORIES	ESSENTIAL/ DESIRABLE	Assessed by:	
			APP FORM	INTERVIEW/ TASK
15.	Ability to take ownership on delivery of people focused transformational change.	D	√	√
16.	Working with or across different sectors or organisations, preferably a mix of private and public sectors.	D	√	√
17.	Financial literacy - knowledge in budget management and financial processes including delivery of cost reduction/ efficiency programmes.	D	√	√
PERSONAL QUALITIES				
18.	Excellent role model for young people and staff.	E	√	√
19.	Resilience and high personal standards	E	√	√
20.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	√	√
21.	High expectations for self and others and a strong commitment to raising achievements.	E	√	√

To understand and work within the requirements of GDPR at all times and comply with our policy in terms of data protection.

We are committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.