



THE  
**PEOPLE'S**  
LEARNING TRUST

# DIRECTOR OF PEOPLE

RECRUITMENT PACK

## **WELCOME**

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



### **How we will help children achieve:**

We aim to ensure the highest standard of teaching across our Trust. Our strategies include:

- increasing the number of academies rated outstanding by Ofsted;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

### **Our commitment to excellence:**

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.



### **Join us:**

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

### **Our Mission:**

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

### **Our Values:**

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

### **Our Goals:**

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.



## ABOUT TPLT

The newly formed People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with our Founder Schools and all stakeholders to establish the core values that underpin our Trust. We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



## THE ROLE SUMMARY

As Director of People, your pivotal role is to drive the implementation of our People Strategy. As a member of the Central Leadership Team, you will be instrumental in ensuring a diverse and talented workforce that is aligned with our mission, values and strategic aspirations.

Key responsibilities include overseeing the Trust's People Strategic Plan, enhancing our human resources and organisation development, and ensuring all academies have the necessary People support, to allow them to focus on student well-being and outcomes.

As the custodian of our People strategy, the Director of People will play a pivotal role in shaping the future of our Trust, with the responsibility of attracting, developing, engaging, and retaining a diverse and talented workforce that aligns seamlessly with our mission, values and strategic goals.

The role demands continuous improvement of the People function, ensuring compliance with statutory requirements and leading the department to provide high quality, efficient support.

Additionally, the role encompasses various duties as assigned by the line manager, all in pursuit of our vision of creating a family of world-class academies.

**Salary:** NJC Scale (Point 45 – 50) £53,577 - £59,161 – pay award pending

**Contract:** Full time, permanent

**Location:** Hybrid (works both remotely from home and across any of our academy sites)

**Accountable to:** Chief Finance & Operating Officer (CFOO)

**Responsible for:** People Team

**Start date:** From 1<sup>st</sup> January 2025, or earlier if available




## DIRECTOR OF PEOPLE: JOB DESCRIPTION

### Key Accountabilities (and specific duties / responsibilities).

#### Strategic Leadership:

- To provide visionary leadership in the development and implementation of the People Strategy, aligning it with our Trust's overall objectives.
- To oversee the recruitment, retention, development, and wellbeing of staff, fostering a culture of excellence and high expectations.
- To drive strategic people initiatives that support the Trust's mission, values and goals.
- To lead workforce planning for the Trust – aligning the Trust's needs to its People strategic delivery plan, including succession planning, scenario planning and talent management.
- To engage in policy development and strategic planning to adapt to changing educational landscapes.
- To provide strategic direction to HR practices that attract, retain, and develop a high-performing workforce.
- To oversee the timely access to relevant and accessible staffing related information and options to support strategic decision making for the Board of Trustees and Executive team.

#### Attracting, Recruiting, and Selecting:

- To implement cutting-edge recruitment and retention strategies.
  - To develop a strong employer brand to attract mission-driven individuals and adopt modern recruitment practices, emphasising staff development and succession planning.
  - To enhance the 'people section' on our website for improved attraction.
  - To provide high quality recruitment staff training.
  - To improve and increase the capabilities of staff through professional development.
  - To establish an understanding of how individuals and teams contribute to our goals.
  - To develop succession and workforce planning processes.
  - To implement a development and succession plan scheme for future leadership opportunities across the Trust.
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**Engage and Retain: Communication and Engagement:**

- To support the Trust communications plan and contribute to the development and delivery of the Trust's Marketing & Communications strategy.
- To support and develop communication channels and staff feedback opportunities.
- To oversee the maintenance of positive employee relations, including working proactively with the Trust's union representatives.
- To foster a culture of fairness, equity, and inclusion.
  
- Health and Wellbeing
  - To lead initiatives to promote staff wellbeing, including proactive stress and absence management.
  - To create a nurturing and supportive environment for all staff.
  - To expand health and wellbeing opportunities for all staff.
  
- Diversity & Inclusion
  - To champion a diverse and inclusive workplace that reflects the communities we serve.
  - To implement strategies to build a diverse workforce and promote a culture of respect.
  
- Rewarding and Recognising
  - To develop mechanisms for recognising outstanding performance and ensure fairness in benefits and job evaluations.
  
- HR Service Delivery: Excellence in HR Service Delivery
  - To lead the People / HR division within the central team.
  - To lead on employee relations (including complex casework), overseeing the overall management of the employment relationship.
  - To ensure timely, responsive, and solutions-focused People and HR services.
  - To uphold the highest standards of equality, fairness, and transparency in all People / HR practices.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.



## **PERSON SPECIFICATION**

### **Qualifications:**

- Degree level or equivalent.
- CIPD Level 7 or equivalent qualification and / or experience.
- Evidence of professional development.


### **Experience:**

- Proven experience in providing strategic HR leadership, preferably within education.
- Ability to align HR practices with organisational goals and values.
- Proven and demonstrable experience of leading a HR and organisational development professional function and service.
- Significant and demonstrable experience of developing, implementing and monitoring HR and organisational development strategies and plans.
- Line management experience including appraisals, staff development and training.
- Strong HR service delivery background with a solutions-focused approach.

### **Skills, Ability & Knowledge:**

- Excellent analytical, organisation and administrative skills.
- Excellent leadership and interpersonal skills.
- Excellent communication skills, fostering a culture of communication, collaboration and engagement.
- Proven track record of building strong personal and professional relationships and credibility at senior level across all internal functions.
- Proven experience in leading on employer relations, promoting open and effective communication between employees and management.
- Strategic mindset adaptable to evolving priorities.
- Experience in developing and implementing talent management and development programmes.
- Comprehensive knowledge and understanding of the key issues, risks and priorities in education.

### **Personal Qualities:**

- Commitment to fostering an inclusive workplace, valuing diversity and promoting success for all.
  - Upholds the highest standards of integrity, fairness, and transparency in all People / HR practices.
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- An innovative approach and high energy levels.
- Enthusiastic and action orientated.
- Commitment to team and strong team player.
- Strong commercial acumen and strategic thinking ability.
- Able to manage conflicting priorities and changing requirements in line with TPLT values and principles.

## RESPONDING TO CHALLENGES & MARKET TRENDS

The successful candidate will be expected to be aware of work towards the following:

- **Internal Talent Marketplaces:** Utilise digital platforms to match our workforce with internal opportunities, facilitate career growth and skills development.
- **Employee Experience Strategy:** Align People & HR systems with broader business strategies, focusing on individual employee experiences and organisational benefits.
- **Workload Support:** Develop strategies to assess and manage the workload of our employees, implementing initiatives for mental health support and work-life balance.
- **Reward and Recognition:** Implementing a fair and transparent system that recognises and rewards outstanding performance.
- **Management Skills Development:** Implement online coaching and learning platforms to enhance management capabilities, crucial in remote and hybrid environments.
- **Optimising Technology:** Lead the optimisation of existing technology and consider new technologies to support high-impact HR processes and more efficient working practices.
- **AI Integration:** Use AI for recruiting, identifying skills gaps, and enhancing employee engagement, ensuring regulatory compliance and transparency.





We are looking for someone who can design and then adapt our People Strategy to make it cutting edge and exciting, someone who will bring innovation and strategic thinking.

You will have the opportunity to recruit and build the People team as the Trust grows. However, as we are a newly established Trust, this will be the only post within the People team. As such, you will need to be an all-rounder and happy to get involved in all aspects of People / HR processes.

Your contribution to ongoing People challenges will be pivotal in shaping our future – a future where our employees and pupils can excel and contribute positively to our global community.



## HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Linda McMullen, Chief Finance & Operating Officer, [cfoo@TPLTrust.co.uk](mailto:cfoo@TPLTrust.co.uk).

## SUBMITTING YOUR APPLICATION

Applicants should submit an application form and covering letter of application which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent to Chief Finance & Operating Officer, Linda McMullen, at [recruitment@TPLTrust.co.uk](mailto:recruitment@TPLTrust.co.uk)

Closing date for applications is Friday 18<sup>th</sup> October at 5pm

### Interviews:

Interviews will take place w/c 4<sup>th</sup> November 2024

## KEY BENEFITS

- Flexible working hours and opportunities.
- CPD offer.
- Access to an Enhanced Tailored Health Plan through Simplyhealth (support with everyday healthcare costs such as dental check-ups and treatment, routine eye examinations and prescription eyewear, physiotherapy treatments and 24/7 access to GP and mental health support).
- Opportunity to purchase personalised further annual health benefits at a reduced cost (such as Private Medical Insurance, Dental Insurance and Cycle to Work Scheme).



## DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.

Note: the CFOO will be on annual leave from 26<sup>th</sup> September, returning 11<sup>th</sup> October 2024. In her absence, if required, please reach out to Steven Baker OBE, CEO, [ceo@tpltrust.co.uk](mailto:ceo@tpltrust.co.uk)





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