



**Job Description**

<b>Role</b>	<b>Head of People and Culture</b>	<b>School/ Department</b>	MET Shared Services
<b>Remuneration</b>	£79,017 - £86,420 30 days annual leave 22.6% Employer Pension Contribution	<b>Reports to</b>	Chief Operating Officer
<b>Job evaluation code</b>	CEN105	<b>Hours of work</b>	37 hours per week, all year round
<b>Purpose</b>	<p>This is an exciting opportunity to join a successful MAT to help further position the Trust as a significant education provider in the local area. As a member of the Trust's extended leadership group, the Head of People and Culture will be accountable to the COO for:</p> <ul style="list-style-type: none"> <li>• The creation and delivery of the People Strategy and wider strategies to improve the People offering throughout the Trust</li> <li>• Management of a People function that is recognised and valued as a centre of excellence, proactively sharing insights that add value</li> <li>• The provision of people related data to inform key decision making within the Executive Team</li> </ul> <p>The Head of People and Culture will be the Trust's foremost HR expert and will lead our People and Culture team. They will foster a positive work environment, develop a strong organisational culture and align People related practices with the Trust's strategic objectives.</p>		
<b>Scope</b>	<b>Staff responsibilities:</b> Yes – People team	<b>Financial accountability:</b> Yes – People functional budget	
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, Executive leaders, Shared Services functional leads, School leaders, colleagues in other Trust schools and external agencies as required.		
<b>Supporting Maiden Erlegh Trust</b>	The postholder will need to travel to other schools within the Trust to provide support and training as required.		
<b>Accountabilities</b>	<p>The accountabilities listed within this Job Description are not intended to be exhaustive. The postholder will be expected to fulfil any and all requirements that are reasonably expected of a leader within a large and complex organisation.</p> <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• Provide a major contribution to the overall success of the Trust through the development and implementation of our People and Culture Strategy</li> <li>• Take a lead role in helping to shape the organisation's culture through the introduction of new and innovative approaches to people management, including talent management, wellbeing and workload reduction</li> <li>• Champion and advance diversity within the organisation to assist teams to understand and live the Trust's core values</li> <li>• Lead on the management of complex organisational change</li> <li>• Support the work of the Trust in meeting its wider strategic objectives</li> </ul>		

- Develop and deliver a strategic approach to workforce planning, building the Trust's capacity and capability to deliver its services
- Provide advice on the development of structures, processes and people management policies to ensure the organisation is equipped to meet the demands of ongoing change.
- Lead on performance management, ensuring effective processes are in place and utilised across the organisation
- Support the work of the School Improvement Director – People Development to ensure an effective approach to professional development that provides opportunities for all staff, and a pipeline of teaching talent into the organisation
- Design and implement changes to our employee reward offering to ensure that we remain competitive and that we are meeting the needs of our employees.
- Support the conversion and onboarding of all new schools, including conducting People related due diligence

#### **People Management**

- To ensure effective line management of all staff within the People team, ensuring effective induction, appraisal and continued professional development
- To ensure the team's compliance with all relevant annual training
- Take responsibility for the core deliverables of the People team
- Identify settings with high levels of staff absence and provide support to the local SLT in addressing this
- Continuously monitor, evaluate and review Trust HR policies and procedures, and management toolkits, including the range of template letters for use across all the settings within the Trust directing any actions and relevant changes

#### **Talent Management**

- Create, implement and manage a talent management programme across the Trust, encompassing the attraction, hiring, training, development and retention of all teaching and associate staff
- Lead cross-functionally to contribute to the Trust's approach to improving employee retention
- Work collaboratively with MEI on leadership pathways and aspirant leader programmes
- Introduce efficient data systems to allow the Executive Team to manage and monitor all key talent management metrics and information

#### **Recruitment and Retention**

- Delivery of the Trust's aspiration to 'grow its own' through attracting talent, internal training and programmes of CPD, working collaboratively with MEI
- Refine the Trust's approach to staff induction and provide training to the local settings as appropriate
- Analyse workforce data to inform future recruitment needs through horizon scanning
- Define and roll-out initiatives across the Trust that reflect flexible career choices – job sharing, flexible working etc.
- Be the central point of contact for Supply Staff agencies, ensuring the Trust is achieving best value and quality at all times

	<ul style="list-style-type: none"> <li>• Ensure that the Trust’s approach to recruitment removes all barriers and promotes diversity and inclusion within the workforce</li> <li>• Manage the UKV&amp;I Sponsor Licence process for overseas recruitment</li> <li>• Manage offboarding of staff, including exit interviews; analyse data to surface potential staff concerns; make recommendations to the Executive Leaders for continuous improvement</li> <li>• Oversee the annual appraisal and pay review process, ensuring that policies are applied fairly and that clear guidance and timescales are shared with the schools</li> <li>• Support with salary benchmarking where needed and ensure consistency across all of our schools and Trust staff</li> </ul> <p><b>Employee Relations</b></p> <ul style="list-style-type: none"> <li>• Manage complex cases and coach the senior leadership team as necessary, ensuring expert support is put in place that drives high standards of leadership, talent development and employee engagement</li> </ul> <p><b>Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>• Through a thorough knowledge of the provisions of the Burgundy Book and the Green Book, ensure that the Trust remains competitive in respect to compensation and benefits</li> <li>• Contribute to the annual review of the Trust’s Pay Policy</li> <li>• Ensure that the Trust’s Pay Policy is implemented in all pay and appointment decisions and that pay progression is managed with accuracy to specified time scales, including the provision of annual salary statements for all staff</li> <li>• Ensure an effective and efficient payroll service so that all staff are paid accurately, on time and have ready access to their data</li> <li>• Propose, develop, and implement a range of compensation and benefit measures</li> </ul> <p><b>Administration and Reporting</b></p> <ul style="list-style-type: none"> <li>• Act as owner of our People MIS system and ensure the accuracy and completeness of its data</li> <li>• Preparation of a monthly People dashboard for Executive Leaders</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Management of relevant third-party relationships</li> <li>• Lead relationships and communication with all trade unions relevant to the Trust</li> <li>• Execute the general duties of a leader within the organisation, in line with delegated authority</li> <li>• Actively promote the values and ethos of the Trust</li> <li>• To maintain professional dignity and confidentiality at all times</li> <li>• To maintain continuing professional development and undertake relevant ongoing training commensurate with role</li> </ul>
<p><b>Other requirements and responsibilities</b></p>	<p>Enhanced DBS clearance required.</p>

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

*Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential.*

*All employees of the Trust are expected to share these commitments.*

*All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check.*

*All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_  
Post holder

Date: \_\_\_\_\_

**Maiden Erlegh Trust  
Person Specification**

Role	Head of People and Culture	School/Department	MET Shared Services
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• Ideally a postgraduate degree holder in human resources or business studies or a similar discipline, or equivalent experience</li> <li>• Level 7 CIPD Qualification or equivalent</li> <li>• Willingness to continue learning and developing by engaging with relevant continuous professional development</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Significant experience of working as an HR Manager or Business Partner, ideally within the education sector. This breadth of experience should include resourcing, employee engagement, workforce planning, casework, pay and reward and policy development</li> <li>• A sound knowledge of employment legislation and case law, including TUPE legislation and preparing cases for Employment Tribunals.</li> <li>• Understanding of government education policy and its impact and application within the Education sector</li> <li>• Understanding of high level strategic financial data and strong analytical skills</li> <li>• Strong understanding of fundamental payroll processes</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to think and plan creatively at strategic and operational levels</li> <li>• Ability to balance a strategic approach with hands-on work</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent interpersonal and negotiation skills</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Excellent time management skills with a proven ability to meet deadlines</li> <li>• The ability to understand and analyse People data to support senior leaders in managing People issues and respond with appropriate strategic planning as a result</li> <li>• Strong supervisory and leadership skills</li> <li>• Proficient with Microsoft Office 365</li> <li>• Proficiency with or the ability to quickly learn the Trust's MIS and talent management systems</li> <li>• The ability to communicate effectively with a wide range of stakeholders across the Trust and externally</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of safeguarding policies and procedures and to report any concerns or information received as required.</p>		