

Education Village
Academy Trust 

HEAD OF PEOPLE & CULTURE

JOB INFORMATION PACK

Education Village Academy Trust
Salters Lane South
Darlington
DL1 2AN

The Education Village Academy Trust (EVAT) is a Multi-Academy Trust (MAT) made up of six academies and schools in the borough of Darlington. We are an ambitious and growing Trust, with another school set to join us in the autumn of 2024 and the establishment of a new free school planned in the 2026/27 academic year.

Our vision is simple:

The Education Village Academy Trust is a place where learning has no limits

Our mission is to deliver exceptional learning experiences to all our children and young people. We stretch aspirations and aim to inspire everyone who learns and works with us to reach high and achieve their potential.

Our values are:

- Excellence and high standards
 - a can-do culture and no-excuses ethos
- Values driven with a deep sense of purpose
 - putting children and young people first
 - behaving ethically
- Ambition and aspiration for all
 - irrespective of background or barriers – being truly inclusive
- Teamwork
 - we do more, better and faster, together

We provide education and support to over 2000 children and young people in the town and its neighbouring areas, and our mix of mainstream and specialist provision across all phases is unique. We are an impactful Trust with extensive experience of improving schools and academies to achieve 'good' or better Ofsted ratings.

We intend to build upon our reputation as a high quality and high performing Trust and continue to achieve the best outcomes for our children and young people. To do so, we aim to be recognised as an employer of choice in the region, and we plan to provide a people offer, working environment and culture that attracts, retains and nurtures the very best talent. The Director of People and Culture will play a crucial role in supporting EVAT to achieve these ambitions.



The role - Director of People and Culture

As EVAT's Director of People and Culture you will lead the development and implementation of our people strategy, enabling us to deliver on our aspirations for staff and pupils, attract and nurture a talented workforce and embed a culture and environment in which our values are visible in everything we do.

You will be our most senior people expert and this role will be highly visible at all levels. You will build strong, trusted relationships across the leadership team, with our Board of Trustees and with our staff members and they will know they can trust your balanced and insightful advice and support.

We are looking for an inspiring and highly credible leader, who brings significant experience in leading transformation programmes, developing and implementing people strategies and has a deep knowledge of culture and organisational development. You will be a confident changemaker, with a collaborative and informed approach to all things related to people and culture.












Why work for EVAT?

It is an exciting time to join EVAT. We have a bold vision for the future and by 2027 we are on track to have achieved four ambitious objectives, which are to:

- Provide exceptional learning experiences and achieve the best possible outcomes for our children and young people
- Build a strong Trust, which supports the sustainable improvement of our schools and academies
- Extend the Trust's positive influence on the lives of children, young people and their families through growth and more schools joining our family
- Have a positive impact on the natural environment and instil a passion for its protection in our pupils and staff members; reduce our carbon footprint; and create more exciting spaces in which to learn and work.

Employee benefits

	Local Government Pension Scheme membership – 17.5% employer contribution rate
	Free 24/7 advice line for counselling, support and legal advice
	Opportunities for training/CPD and to lead Trust transformation programmes
	32 days annual leave every year + bank holidays
	Bespoke induction, leadership and professional development
	Hybrid/agile working opportunities
	Cycle to Work Scheme

EVAT is committed to promoting equal opportunities in employment. All staff and job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

JOB TITLE:	Director of People and Culture
JOB GRADE:	£61,882 to £66,627 (L12-L15)
REPORTS TO:	Chief Operating Officer
DIRECT REPORTS:	People Partners (x2), Payroll Partner (x1) Assistant People Partner (x1)
CLEARANCE REQUIRED:	Enhanced DBS
KEY STAKEHOLDERS:	All levels of leadership and management, employees, governors, trustees, learners, parents, external agencies and partners



Key responsibilities and accountabilities

1.	Work with the CEO, COO and other senior leaders to develop and implement a comprehensive people strategy to drive the achievement of EVAT's wider strategic objectives
2.	Create and maintain a scheme of work aligned to Trust priorities to lead and/or support on the strategic development of all aspects of people and organisational development for EVAT
3.	Work closely with the Trust executive leaders to ensure people strategy, policy and practice are operationally effective and legislatively compliant and consistently applied across all parts of EVAT
4.	Develop people management data and metrics and develop reporting systems to provide key information to leaders, inform business partnering practice and create plans to ensure EVAT is an employer of choice
5.	Lead EVAT's people team, ensuring that there are clear lines of accountability and that there is effective line management, giving high quality expert advice and support when needed
6.	Develop and support the delivery of EVAT's Equality, Diversity, Inclusion Strategy, and to be an ambassador for its intent and purpose
7.	Work with Trust leaders to collate and analyse data to track and map talent pathways and support and report on opportunities for development and promotion

8.	Implement effective people business partnering across the Trust and support strategic planning, workforce management and development and achieve Trust wide strategic objectives and associated priorities
9.	Attend Trustee meetings when required to report progress against the people strategy and provide strategic interpretation and plans for improvement and development
10.	Lead on the annual third-party statutory reporting to include (but not restricted to): work force census, gender pay gap, facility time reporting
11.	Develop and implement EVAT's recruitment processes, ensuring that recruitment practices embrace the Trust's commitment to diversity and inclusivity
12.	Ensure a robust staff induction and onboarding process is in place across all schools and quality assure the process. This includes the transfer and conversion of schools into the Trust
13.	Oversee the offboarding of staff, including exit interviews; analysis of data to identify potential staff concerns and make recommendations to Trust leaders to improve the employee experience
14.	Lead the development and implementation of employee engagement initiatives and staff wellbeing including the design of staff surveys and providing support with the implementation of action plans arising from them
15.	Lead the implementation of the Trust's annual appraisal and pay review process, ensuring that policies are applied fairly
16.	Support with salary benchmarking where needed and ensure consistency across all our schools and Trust staff
17.	Develop a strong and positive working relationship with recognised Trade Unions and promote a culture of healthy employee relations
18.	Support TUPE processes to include transfer both into and out of the Trust and any required actions and administration pre and post transfer
19.	Support any outsourced and contracted services relevant to the people service, ensuring that they are compliant with legislation and that they offer value for money
20.	Lead on the implementation of the Trust's BlueSky for Education linking appraisal and quality assurance and develop clear consistent training and CPD plans for EVAT staff members
21.	Act as a confidential critical friend and advisor to senior leaders in EVAT. This may involve personally handling high level and complex casework
22.	Support the people team with confidential casework management, ensuring all learning is captured and initiatives put in place to prevent future issues

23.	Represent people services at internal and external meetings when required
24.	Ensure EVAT's various Single Central Records are up to date and accurately reflect the status of staff, contractors and volunteers

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.



Qualifications	Essential or Desirable
Degree in related subject or ability to demonstrate equivalent experience	E
Fully qualified (Level 7) CIPD member with evidence of continuous professional development	E
Skills	Essential or Desirable
Skilled, influential and confident people professional, with the ability to work collaboratively with senior leaders	E
Commitment to ongoing continuous professional development (CPD) as a people professional	E
Strong project management skills, ability to effectively plan, implement and manage people data, systems, programmes and functions	E
A creative lateral thinker with the ability to recognise problems and use a solution focused approach to achieve positive outcomes	E
Knowledge / Experience	Essential or Desirable
Experience of working at a senior level as a people/HR professional in a large and complex organisation. This experience should include resourcing, employee engagement, workforce planning, casework, pay and reward and policy development	E
Experience of developing and implementing comprehensive people strategies, including workforce and succession planning and effective talent management	E
Sound knowledge of employment legislation and case law, including TUPE legislation and preparing cases for employment tribunals	E
Proficient in analysing people data and metrics to support senior leaders to manage people more effectively and respond with appropriate strategic planning	E
Skilled, influential and confident people professional, with the ability to work collaboratively with senior leaders	E
Effective in implementing and explaining relevant policies, procedures, laws and regulations	E
Experience of working in a people management/HR environment within an education setting	D
Understanding of KCSIE 2024 and its impact on the delivery of an effective people service in an education setting e.g. recruitment/induction	D
Experience of leading impactful equality, diversity and inclusion initiatives in an organisation	D
Other	
A confident communicator, verbally and in writing	E
An attentive listener, able to understand tasks and apply their own way of working to them	E
Able to remain calm under pressure and demonstrate sound judgement	E
Able to build strong connections and relationships across EVAT	E
Able to work collaboratively and creatively with others	E

Application process

For further information or to discuss the position in confidence. Please contact **Marie Roe, Chief Operating Officer** at mroe@educationvillage.org.uk or telephone **07855 550214**.

Safeguarding:

The successful candidate must be able to demonstrate their commitment to safeguarding. The successful appointment will be subject to an Enhanced Disclosure and Barring Service check alongside a range of other pre-employment recruitment checks.

To apply

Visit:

<https://www.educationvillage.org.uk/working-with-us/careers/>

Download the application form:

Send your completed form to peopleteam@educationvillage.org.uk

Key dates:

Closing date: Friday 21 June 2024, Noon

Final interviews expected week commencing 8 July 2024

