

THPT

Schools

Head of People



Welcome from our CEO

We are delighted that you are considering the position of Head of People at The Howard Partnership Trust.

We are looking for an expert and dynamic leader to both support the strategy and operations of our HR service. Our future People Strategy is crucial to recruiting, retaining and developing the workforce we need to ensure our schools give children the most brilliant start in life. The smooth operations of our HR service are also crucial. If you can lead our team to deliver these twin priorities we would love to meet you.



Our Trust is unique, a place where every child truly matters and our staff are dedicated to providing a life-changing education for every one of them. Each staff member's contribution to this is unique and it will be your role, as a key member of our Trust's Leadership team, to bring out the best of each of them too.

Louise Lee

CEO, The Howard Partnership Trust



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About our Trust

The Howard Partnership Trust is a growing family of schools in the South-East of England. Our Trust currently includes 13 Primary, Secondary and Special Schools and welcomes any school who shares our values and commitment to each and every one of our children and young people.

Our Trust has a proud history of improving and sustaining schools at all stages of their development journey including Outstanding schools and those who were in Special Measures. To do this we work in deep collaboration and partnership across our schools to share expertise and enable the highest quality education for every child.

Driven by our shared values, we are future focused, knowing that we strive for the best for every child, expanding their life chances and choices from the moment they join us. We use the wealth and diversity of experience across our different settings, together with the expertise available within our dedicated operational service teams, to benefit all within the Trust, sharing and extending good practice to support our continual improvement and secure excellence in education in all of our schools and beyond.

Like the children in them, our schools are unique, and our Principals and staff have the agency to make key decisions to support them in the best ways. We believe our schools have a crucial role to play as community anchors as well as providers of education for the here and now.



Our Schools

Primary Schools and Early Years Provision

- Kenyngton Manor Primary School
- Cuddington Community Primary School
- Eastwick Infant and Junior Schools
- Meadhurst Primary School
- St Lawrence Primary School

Secondary Schools

- Howard of Effingham School
- Thomas Knyvett College
- Oxted School
- Three Rivers Academy

Special Phase Schools

- West Hill School
- Linden Bridge School
- Fox Grove School
- Betchwood Vale Academy (in progress)



Our Commitment to you

We want every candidate to have an informed, engaging, and positive experience, and to support this our commitment to you is:

Our commitment to you:

- Transparency - we will treat you with respect, honesty and fairness
- Protecting your privacy – we will ensure your information is secure and handled sensitively
- Understanding – you will be given everything you need to make informed decisions
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential
- Feedback - we will provide constructive feedback professionally and promptly
- Listening - we welcome feedback and we will act on what you have to share
- Inclusivity - our hiring decisions align with our commitment to create a high quality, diverse workforce

We will:

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions - and we will ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it is like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In return we ask that you:

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Job Description

Job Title

Head of People

Grade/Salary

P14 - £83,355 - £92,031

Accountable for

- Development and Delivery of the People Strategy across the Trust, ensuring all employees have a positive experience and view of working in the Trust
- Leading on the strategic and operational performance of the HR function and services
- The strategic oversight of professional development of all staff groups in collaboration with educational leaders

Key Stakeholders

- CEO, COO, Trustees, Committees of the Trust Board, Local Boards (LBs), Principals and all other senior staff on the Partnership Leaders team
- Stakeholders within THPT schools
- External agencies, including Ofsted, Department for Education, local and regional government, professional associations and key networks

Job Purpose

- To strategically lead the provision of an effective, comprehensive, and responsive HR function for the Trust
- To lead a high performing HR function by developing a culture of continuous improvement that delivers quality, customer service and productivity as well as value for money
- Lead on the development and delivery of a People Strategy, driving a culture of high performance enabling THPT to recruit, retain and develop the best workforce to deliver its strategic aims
- Ensure the Trust is both compliant and competitive in the wider employment market, offering the very best terms and conditions for its' staff
- Facilitate the work of the People, Pay & Performance Committee of the Board of Trustees ensuring they are equipped to undertake their delegated responsibilities
- To be an effective member of the Partnership Leaders team

KEY ACCOUNTABILITIES

Please be aware that this job profile aligns with the accountabilities of THPT Job Families P14.

STRATEGY

- As a member of the Partnership Leaders team, actively contribute to the development and implementation of Trust's wider strategic plans and priorities
- Lead on the design and deliver the Trust's People Strategy to support the wider organisational strategy in driving a culture of high performance and a positive experience for all employees
- Strategic responsibility for workforce planning, and organisational development; delivery of organisational change, recruitment, retention, talent management, reward and benefits, learning and development, employee relations, and staff engagement. Deliver on KPIs and annual performance objectives in each of these areas as required on an annual basis
- Represent the Trust at internal and external events and forums as required by the CEO and COO, ensuring the focus is on the Trust's values, ethos, and strategic aims
- Be proactive and interested in keeping the Trust up to date with the latest people issues, particularly those impacting on the education sector
- Promote and establish the Trust at the forefront of human resources practice, acting as a compelling ambassador and effectively communicating the vision and ethos to all stakeholders

RECRUITMENT AND RETENTION

- Support the Trust's schools in attracting, developing, and retaining highly talented staff, and contribute to enabling new ways of providing outstanding education in financially constrained times. This will include developing a strategic recruitment plan in collaboration with key stakeholders, including Principals and Partnership Leaders
- Responsible for continually reviewing the Trust's salary and reward structures, ensuring they are competitive, transparent, and cost effective
- Develop a talent management programme across the Trust, which supports nurturing talent at an early stage, and developing talent pipelines in leadership groups. Ensure all staff understand the career pathways and development open to them
- Produce relevant and clear HR metrics as required for key stakeholders (e.g., CEO and Trustees) in all areas of recruitment, retention, and talent management

KEY ACCOUNTABILITIES

HR SERVICES

- Ensure the HR team are delivering a high-quality service to all stakeholders, and understand how their role, and HR advice and support aligns with the overall aims and objectives of the Trust
- Continue to develop the HR team, providing relevant team-wide CPD, expert advice and coaching to all team members in order that they can grow as professionals in their own right. Ensure staff have regular 1-2-1s and valuable team meetings, as well as a performance management review each year, with smart objectives and individual CPD opportunities
- Regularly benchmark and survey the services provided by the HR team to ensure they are meeting the needs of customers and are providing a cost-effective service. Be continually open to continuous development and review of the HR service to ensure the team are on a "good to great" trajectory

EMPLOYEE RELATIONS

- Lead on employee relations with recognised Trade Unions and chair consultation meetings as scheduled
- Oversee all TUPE processes and complex HR casework/ER issues, through the role of the HR Partners
- Act as the trusted senior adviser on all high-level HR issues to the CEO, COO and the Board of Trustees.



Person Specification

ESSENTIAL

DESIRABLE

QUALIFICATIONS

MCIPD, FCIPD or relevant degree.
Evidence of continuing CPD.

EXPERIENCE

A proven track record of successful HR leadership in complex organisations.

Experience of working effectively and collaboratively as a member of a senior leadership team, with the ability to establish professional credibility quickly with colleagues and other stakeholders.

Experience of developing and delivering a People Strategy together with specific talent management, recruitment and retention plans and priorities.

Experience of using and presenting relevant data and HR metrics to support decision making and school improvement. This will include producing reports up to Executive and Board level.

KNOWLEDGE AND UNDERSTANDING

A deep understanding of people management issues, including health and wellbeing and Equality Diversity and Inclusion, and how this impacts on organisational success.

An excellent working knowledge of current employment legislation, case law and best practice.

Knowledge of the education sector, gained in working in schools or a MAT, at senior HR level.

Some experience of working in a multi-site organisation.

Person Specification

ESSENTIAL

DESIRABLE

SKILLS AND PERSONAL ATTRIBUTES

Creative, energetic, resilient, and pragmatic with the flexibility to make a meaningful contribution to a growing organisation.

An appetite for innovation and a continuous curiosity and interest in leading edge best practice

Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands.

A deep commitment to the vision and aims of The Howard Partnership Trust.

A demonstrable drive and determination for delivering success.

Strong customer service focus, with the skills to carry out benchmarking, surveys and other feedback processes.

Strong communication and relationship-building skills with the ability to inspire trust and commitment across the organisation with all staff groups and stakeholders.

EQUALITY, DIVERSITY AND INCLUSION

A strong communication and relationship-building skills with the ability to inspire trust and commitment across the organisation with all staff groups and stakeholders.

SAFEGUARDING

A thorough understanding of up-to-date safeguarding requirements and best practice

OTHER REQUIREMENTS

Ability to work out of working hours on occasion in accordance with the needs of the Trust team.

Full driving license is desirable to facilitate travel to schools

How to apply

The Howard Partnership Trust is committed to developing exceptional teams to work with our communities. We know that our schools need the best staff teams, and the best professionals to lead them. If you are a dedicated and driven leader with expertise in Human Resources, then we would be delighted to hear from you. To arrange a confidential conversation about the role, please email:

hrteam@thpt.org.uk

All applications will be acknowledged. If you have not received confirmation within 24 hours, please email hrteam@thpt.org.uk

Closing date for applications: **9am, Monday, 20th April 2026**

Interview Date: **Thursday, 30th April 2026**

No agencies please

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service