



Recruitment Pack

People Development and Engagement Lead

Change lives
through a
career with
our Trust.



Welcome

River Tees Multi-Academy Trust is a forward-thinking trust committed to ensuring the most vulnerable learners receive the highest quality of education and outcomes. We are firmly committed to our workforce and ensure fantastic developmental and wellbeing opportunities for the right candidate.

If you are ready to take the next step in your career, join us as we 'Change Lives'.

We are dedicated to investing in the training and development of our staff to ensure they possess the necessary skills for their roles. We welcome applicants who may not yet possess all the required skills but are willing to invest in their own growth to acquire the necessary knowledge.

The schools within our Academy Trust improve the character, community and currency of pupils who are excluded or at risk of exclusion from mainstream school, unable to attend school for a variety of medical needs and/or have an Educational Health and Care Plan that requires specialist provision. Changing Lives is our mission and this drives everything we do, in every department.



Our Trust

River Tees Multi-Academy Trust is a small but growing Trust in the North East of England serving some of the most disadvantaged communities in the country. We provide the highest quality education for learners who have struggled within the mainstream schooling system. Children and young people are welcomed into our academies, regardless of their challenges, past history or additional needs.

We use a relational approach with our learners, staff and communities. This helps us build trusting relationships that bring out the best in everyone. All staff are committed to improving the life chances of our learners.

We change lives through our focus on a highly personalised curriculum that provides Currency, builds Character and engages with the Community. Our whole team work together to safeguard our vulnerable learners and give them the confidence to achieve their educational, social, family and career challenges.

We want our learners to gain the skills, knowledge and qualifications they need to move forward but also to enjoy school and develop a love of learning.

River Tees Multi-Academy Trust was set up in April 2016, The Trust currently operates 5 Academies across the North East of England. The Trust works with the most disadvantaged learners. Our intent is to ensure we offer the highest quality provision for our cohort of learners, taking account of their additional needs, social deprivation and gaps in learning.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

Our Values

River Tees Multi-Academy Trust are committed to changing lives. We help our staff, learners and communities to be:

- ❖ Resilient and brave.
- ❖ Trustworthy and kind.
- ❖ Making a positive difference to learners', staff and our wider communities' lives.
- ❖ Aspirational and hopeful.
- ❖ Tolerant and respectful.

Welcome from CEO

I am delighted to extend a warm welcome to all potential candidates interested in joining the River Tees Multi-Academy Trust. Our organisation is dedicated to fostering an inclusive and dynamic educational environment that prioritises the growth and success of both our learners and staff.

River Tees Multi-Academy Trust was established with the mission of providing exceptional educational opportunities across our diverse network of schools. We believe in nurturing talent, promoting well-being, and maintaining high standards of academic excellence. Our core values are centred around character, community, and curriculum.

We envision a future where every learner is equipped with the knowledge, skills, and confidence to succeed in a rapidly changing world. By championing innovative teaching methods and personalised learning experiences, we are committed to making this vision a reality.

We offer extensive training programs and career advancement opportunities to support your professional growth. Our trust is built on mutual respect and inclusion, ensuring a welcoming environment for all. We value teamwork and collaboration, providing a supportive network to help you thrive. Join us in making a significant difference in the lives of our learners and the broader community.

River Tees Multi-Academy Trust encompasses several schools, each with its own unique character and strengths. We pride ourselves on our ability to cater to a broad spectrum of educational needs. Our schools are committed to providing a safe, engaging, and stimulating learning environment for all learners.

We are excited to learn more about you and your potential contribution to our team. We look forward to welcoming dedicated and enthusiastic individuals who share our commitment to educational excellence.

Thank you for considering River Tees Multi-Academy Trust as the next step in your career. Together, we can empower education and inspire futures.

Christina Jones OBE
CEO

About the Role

Application closing date	21 August 2026, by close of day
Interview Date	11 September 2026
Location	This post will be trust wide, travel to all sites will be essential.
Salary	SCP 46-50 £59,762 - £69,244 (FTE) <i>Negotiations regarding the April 2026 pay increase are ongoing. The current recommendation is 3.3%, which is not reflected in the salary range shown above.</i> You will also be enrolled in the Local Government Pension Scheme.
Contractual hours	37 hours These can be negotiated, can offer term time working with additional weeks.
Working Hours	Monday to Thursday: 08:30 – 16:30 Friday: 08:30 – 16:00 Reduced working hours may be considered for a suitable candidate.
Basis	Permanent

Our Trust celebrates the diversity of our school communities. We actively encourage visits to our school sites – once you see our work in practice, we are certain you will be committed to joining us in Changing Lives.

Why work for River Tees Multi-Academy Trust

This is an exciting opportunity to join a Trust with a clear moral purpose and a strong commitment to changing the lives of vulnerable learners. The successful candidate will be part of a supportive and values-led organisation where staff are encouraged to develop, contribute ideas and make a meaningful difference across our schools.

- Access to the Local Government Pension Scheme.
- A supportive Trust culture that values professional development, wellbeing and collaboration.
- Opportunities to work across a range of specialist settings and make a visible impact.
- A relational, values-driven approach to working with staff, learners and communities.

- A flexible and supportive approach to working patterns where this meets the needs of the role and the Trust.

You are welcome to contact Helen Stokes, COO – Helen.Stokes@rtmat.org.uk for an informal discussion about this post prior to application. The Job Description and Person Specification set out the full requirements of the role and can be found within this pack.

Key working relationships

The postholder will work closely with the Chief Operating Officer, the central Trust team, Headteachers, school leaders, school-based administration and business support teams, the Trust's external HR partners and members of the People Committee. The role will involve supporting the People Committee with relevant workforce information, updates and reports, and will require the ability to build positive relationships across all sites and work collaboratively with colleagues and stakeholders at different levels of the organisation.

What success will look like

During the first 6 to 12 months, the successful candidate will be expected to develop a clear understanding of the Trust, its schools and its people priorities. Success in the role will include establishing strong working relationships, developing a clear People Strategy action plan, strengthening internal communications, reviewing induction and onboarding arrangements, supporting staff engagement activity and ensuring that useful HR and workforce information is available to inform decision-making.

Selection process

Shortlisted candidates will be invited to take part in a selection process designed to explore their experience, technical knowledge, leadership approach, values and suitability for the role. This may include a formal interview, a task or presentation linked to estates, compliance or sustainability planning and safeguarding-related questions. Full details will be provided to shortlisted candidates in advance of interview.

How to apply

Applicants should complete the Trust's application form in full and must ensure they clearly detail how they meet the specific requirements of the role. CVs will not be accepted. Completed applications should be submitted by the advertised closing date. Late applications will not be considered.

Reasonable adjustments

We are committed to ensuring that our recruitment process is accessible and inclusive. Candidates who require reasonable adjustments at any stage of the application or selection process are encouraged to contact the Trust so that appropriate arrangements can be considered.

This post is subject to an Enhanced DBS check, Social Media check and satisfactory references.

Pre-employment checks

Any offer of employment will be conditional upon the completion of all required safer recruitment and pre-employment checks. These will include, where applicable, an enhanced DBS check, online and social media checks, satisfactory references, verification of right to work in the UK, confirmation of qualifications and employment history, and any other checks required for the role in line with statutory guidance and Trust policy.

Final candidate checklist

- Application form completed in full.
- Full employment history provided, including explanations for any gaps.
- Referee details provided in line with the application requirements.
- Relevant qualifications and professional memberships included.
- Application submitted before the closing date.

Job Description

Purpose of Job Role

The People Development and Engagement Lead is a new trust-wide role that will work across River Tees Multi-Academy Trust to strengthen professional development, internal communications and organisational culture. The postholder will lead on the Trust's People Strategy and support all schools within the Trust by leading and coordinating staff development opportunities, improving communication between the Trust and its schools, and helping ensure that colleagues are informed, engaged and supported. The role will work closely with trust leaders, school-based teams and the Trust's external HR partners to develop consistent approaches, share best practice and promote the Trust's values and priorities.

Key Responsibilities

People Strategy and Leadership

- Lead the delivery of the Trust's People Strategy, ensuring its priorities are translated into clear actions and embedded across the organisation.
- Provide strategic leadership and direction for the Trust's HR function.
- Promote and embed equality, diversity and inclusion across all aspects of the role and the Trust's work.
- Lead on HR policies and procedures, ensuring they remain up to date, legally compliant and aligned with Trust priorities.
- Where necessary, hold difficult, evidence-based conversations with colleagues at all levels, ensuring issues are addressed professionally, fairly and in line with Trust policies and values.

Professional Development and Workforce Growth

- Lead the development and coordination of a trust-wide people development offer that supports staff at all levels across the Trust.
- Work with trust leaders, headteachers and other key colleagues to identify development needs and priorities for teaching, leadership and support staff.
- Identify CPD needs across the Trust workforce and commission, coordinate or deliver appropriate training, including updates required in response to new legislation, statutory guidance or Trust priorities.
- Help design, organise and promote training, professional development and learning opportunities that align with Trust priorities.
- Support the creation of clear development pathways that encourage career progression, talent development and staff retention.
- Coordinate induction and onboarding approaches for new staff so that colleagues joining the Trust receive a consistent and positive experience.
- Oversee recruitment processes across the Trust, supporting effective attraction, selection and appointment of staff.
- Promote a culture of continuous professional development, collaboration and shared learning across all schools.

Communication, Engagement and Trust Identity

- Develop and maintain effective internal communication systems to ensure timely, clear and consistent messaging across the Trust.
- Produce and coordinate high-quality communication materials for internal and external audiences, including staff briefings, newsletters, updates and trust-wide messages.
- Support schools with communication planning, messaging and the sharing of key information with stakeholders where appropriate.
- Help strengthen engagement with staff by ensuring communications are accessible, well-structured and aligned to Trust values.
- Consult staff through surveys, workshops and clinics to ensure their views are heard throughout the organisation.
- Work with leaders to promote and celebrate achievements, initiatives and good practice across the Trust and its schools.
- Promote the Trust's strong retention rates through internal communications and external opportunities to share effective practice.
- Contribute to the development of the Trust's brand, identity and reputation through professional and consistent communications.

HR Operations, Systems and Change Management

- Monitor and develop the use of HR technology and systems to support efficient, consistent and effective people management across the Trust.
- Ensure HR processes comply with safeguarding requirements and reflect safer recruitment and employment practice.
- Present and produce HR reports to support strategic decision-making, workforce planning and oversight.
- Report on key performance indicators to the Trust People Committee, supporting Trustees to understand the impact of the people strategy on our work.
- Lead organisational change processes, including restructures, working in partnership with the Trust's external HR partners.

Partnership, Monitoring and Compliance

- Build strong working relationships with colleagues across all schools and central teams to ensure the role adds value and responds to local context as well as trust-wide priorities.
- Monitor the impact of development activity and communications, seeking feedback and using this to improve future practice.
- Maintain accurate records, plans and reports relating to staff development and communications activity.
- Ensure all work is carried out in line with Trust policies, statutory requirements, data protection expectations and confidentiality requirements.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably required by the Trust.

Personal Specification

Essential

- Level 5 or above CIPD or equivalent.
- Evidence of relevant continued professional development.
- Good working knowledge and understanding of employment legislation and demonstrable practical experience of applying this.
- Good understanding of how to apply HR policies and procedures effectively to achieve appropriate outcomes.
- Experience of leading or coordinating professional development, training, communications, or organisational development activity.
- Strong written and verbal communication skills, with the ability to adapt communication for different audiences.
- Efficient in the use of ICT with the ability to interpret and analyse data.
- Ability to develop effective working relationships across a range of teams and leadership levels.
- Experience of planning, organising and delivering projects or programmes of work.
- Ability to work independently while also collaborating effectively with others.
- Strong organisational skills and the ability to manage multiple priorities.
- Commitment to continuous improvement and high professional standards.
- Good understanding of confidentiality, professionalism, and data protection requirements.
- Confidence in using digital systems and communication platforms.

Desirable

- Current professional membership of CIPD.
- Experience of working within education, public sector or a multi-academy trust environment.
- Experience of developing communication strategies, campaigns or staff engagement initiatives.
- Experience of supporting leadership development, workforce planning or talent development.
- Knowledge of the academy trust sector and the context in which schools operate.
- Proven experience of effectively supporting change management programmes, including TUPE transfers.

Other

- A full UK driving licence is required, along with the ability to travel to Trust academies and other locations as needed.

The Trust is committed to investing in the training and development of its staff to ensure they possess the necessary skills for their roles. If you identify any gaps in your experience, please mention them in your application and express your readiness to acquire these skills.

Safeguarding, Equality and Safer Recruitment

We are dedicated to safeguarding and promoting the welfare of children and young people, and all staff members are expected to uphold this commitment. The successful candidate will be required to obtain enhanced DBS clearance, provide satisfactory references, undergo online searches, and complete other pre-employment checks in accordance with the DfE's guidance on Keeping Children Safe in Education.

We are an equal opportunities employer and encourage applications from all suitably qualified individuals, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation.

Applicants must possess the legal right to work in the United Kingdom.

All personal information provided as part of the application process will be handled in accordance with data protection laws and our privacy policy, ensuring your information is processed lawfully and fairly.