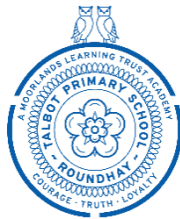




ILKLEY GRAMMAR SCHOOL
A MOORLANDS LEARNING TRUST ACADEMY



THE SKIPTON ACADEMY
A MOORLANDS LEARNING TRUST ACADEMY



Moorlands
Learning Trust

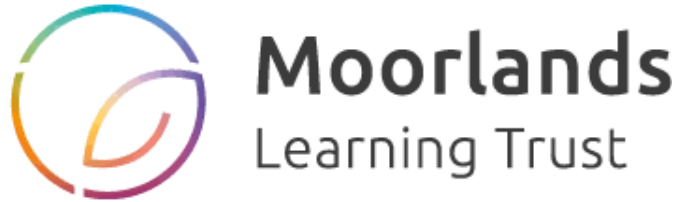
**FURTHER
PARTICULARS FOR
THE POST OF:**

**TRUST DIRECTOR
OF HR**

**SALARY SCALE
POINT:
L9 £63,070**

(RANGE L9-L13)

FEBRUARY 2026



Dear Applicant,

Thank you for your interest in the position of Director of Human Resources at Moorlands Learning Trust (MLT). We are delighted that you are considering joining us and hope the information enclosed inspires you to apply.

This is a pivotal new executive role, created in response to the significant growth and development of MLT over recent years. The Director of HR will provide strategic leadership of the Trust's people and workforce agenda, working as a key member of the Executive Team to shape and deliver an ambitious, values-driven People Strategy.

MLT is now a large and complex multi-academy trust, a public-sector organisation employing almost 1,000 colleagues and educating more than 6,000 pupils across nine schools in North and West Yorkshire. Our growth has been purposeful and values-led, and we are proud of the strong professional culture we have built together. At the heart of MLT is a deep commitment to:

- enabling every child and young person to succeed and excel
- fostering a culture where staff feel valued, trusted and empowered
- acting with integrity, collaboration and moral purpose in all that we do

The Director of HR will play a crucial role in sustaining and strengthening this culture as the Trust continues to evolve. This is an exciting opportunity for an experienced and ambitious HR leader to make a lasting, strategic impact - not only on systems and structures, but on the lived experience of colleagues across our schools.

- Ilkley Grammar School was MLT's founding school in 2017
- The Skipton Academy joined in 2019
- Ashlands Primary School, Burley Oaks Primary School, Eastburn Primary School, Menston Primary School, and Nidderdale High School joined during 2023/2024.
- Benton Park School joined in August 2025.
- Talbot Primary School joined in November 2025.

We are seeking an executive leader who:

- brings vision, energy and strategic insight to the leadership of HR and people services
- is passionate about making a demonstrable, positive difference for staff and, in turn, for children and young people
- has a strong track record of leading high-performing HR teams within complex organisations
- is an exceptional leader and collaborator, able to support, challenge and influence at all levels
- models high standards of integrity, transparency, emotional intelligence and professional presence

In return, MLT offers a vibrant, supportive and aspirational working environment. Our standards are high and we invest heavily in our people, value professional learning and wellbeing, recognising that our colleagues are our greatest strength.

This is a rare opportunity to help shape the future of a growing Trust at an exciting point in its journey, and to lead a People Strategy that genuinely reflects our values and ambitions.

If you are inspired by this opportunity and believe you have the qualities to make a transformational contribution to our Trust, we would be delighted to hear from you.

Application process

As part of your online application, please include a personal statement (no more than two sides of A4) outlining:

- your motivation for applying for this role
- the impact of a significant HR strategy which you have led
- the experience, skills and leadership qualities you would bring to the position

Closing date: **8am Tuesday 24th February 2026**

Provisional interview date: **Tuesday 3rd March 2026**

If you do not receive an invite to interview by Friday 27th February, we regret your application will have been unsuccessful on this occasion.

Thank you again for your interest in Moorlands Learning Trust.

Yours sincerely,



Helen Williams
Chief Executive Officer



Moorlands
Learning Trust

Job Title: Director of HR

Reports to: Executive Director

Salary Range: MLT Scale L9–L13

Location: Hybrid – Ilkley Grammar School, MLT central offices and across schools within the Trust
While this is a visible onsite position, there will be flexibility to work from home during school holidays and, occasionally, during term time.

Contract Type: Full-time, permanent

Job Purpose:

The Director of HR will lead the strategic and operational delivery of Human Resources across Moorlands Learning Trust. This includes shaping a high-performing, inclusive culture, ensuring compliance with employment legislation, and supporting the Trust's growth and improvement through effective people management.

The role combines strategic leadership with hands-on delivery across workforce planning, employee relations, organisational culture, learning and development, wellbeing, and regulatory compliance. As a member of the Trust's Executive Team, the post-holder will contribute to MLT's strategic priorities and will help build a positive culture where staff feel valued and empowered and where every child and young person can thrive and succeed.

Summary of Key Responsibilities:

1. Provide strategic HR leadership to the Trust, advising the CEO, CFO, Executive Team and Trustees on workforce strategy, risk and culture
2. Co-lead the development and delivery of a Trust-wide People Strategy supporting growth, inclusion and organisational effectiveness
3. Oversee a high-quality, compliant and centralised HR service delivering consistent operational support across all academies
4. Lead complex employee relations, change management, TUPE and restructuring activity across the Trust
5. Drive workforce planning, recruitment, talent management, succession planning and leadership development
6. Champion equality, diversity, inclusion and staff wellbeing, ensuring legal compliance and positive employee engagement
7. Lead pay, appraisal and terms and conditions frameworks aligned with Trust priorities and national requirements
8. Ensure robust HR governance, safeguarding, safer recruitment and statutory compliance across the Trust
9. Develop strong partnerships with internal and external stakeholders, including trade unions and professional networks
10. Model ethical leadership, Trust values and professional excellence

Strategic Leadership and Culture

- Lead the development and delivery of a Trust-wide HR strategy aligned with the Trust's vision, values and strategic priorities
- Act as the principal HR advisor to the CEO, CFO, Executive Team and the Board of Trustees, providing expert guidance and insight to inform strategic decision making
- Co-develop and implement the Trust People Strategy, supporting the Trust to be the employer and Trust of choice. This involves leading on workforce planning, talent management and succession planning to support organisational sustainability and improvement
- Build HR capacity within the Trust, helping Trust leaders to develop their knowledge and skills
- Shape and sustain a high-performing, inclusive organisational culture, championing equity, diversity and inclusion across the Trust
- Drive organisational change initiatives including workforce remodelling, organisational restructuring and innovation
- Provide strategic HR insight through robust analysis of workforce data, KPIs and trends to inform strategic decision making at Trust and academy level
- Represent the Trust externally on HR matters, building effective regional and national partnerships and professional networks
- Research specific HR topics relevant to organisational change within education, ensuring that policy development within the Trust is timely and robust

Operational Leadership and Management

- Lead and develop a high-quality, centralised and effective HR service, delivering consistent, responsive and legally compliant support across the Trust
- Lead the Trust's central HR team, ensuring clear lines of accountability, effective line management and appraisal
- Oversee and manage HR systems, processes and data management, including the Management Information System (currently Every), ensuring data accuracy, reporting capability and continuous improvement
- Develop, implement and review HR policies, procedures and employment documentation in line with legislation, best practice and Trust priorities. These include but are not limited to those on pay, appraisal, attendance, whistleblowing, capability, grievance, flexible working, maternity/ paternity/ adoption/ parental and shared parental leave, as well as establishing new, relevant policies where required
- Manage the Trust's use of external HR providers e.g. Employee Assistance and Occupational Health to ensure value for money and high standards of service
- Develop and maintain effective professional working relationships with stakeholders at all levels, including colleagues, HR advisors, legal teams, local governing bodies, Trustees, trade union representatives and external agencies
- Lead HR consultations with trade unions and contribute to Trust risk management and assurance processes
- Review and update allocated HR sections of the Trust strategic risk register and Trust KPI tracker
- Provide timely and accurate HR information to the CEO, CFO, Trust leaders and Trustees, as appropriate, to enable them to fulfil their responsibilities
- Facilitate effective collaboration with payroll and finance colleagues to ensure contractual and pay changes are implemented accurately and efficiently

Employee Relations and Case Management

- Act as the senior point of contact for more complex and high-risk employee relation matters across the Trust
- Provide expert professional advice and expertise in relation to:
 - Discipline and grievance matters including leading high-level and complex casework, conducting investigations, drafting reports, attending hearings as the Trust HR representative and drafting associated correspondence
 - Sickness absence management including ensuring the effective implementation and monitoring of the procedure, attendance at formal meetings and hearings, making referrals to occupational health or other agencies, and drafting associated correspondence
 - Performance management including advising on the process for managing appraisal and attendance at meetings to address performance concerns including formal hearings/appeals under appraisal procedures
 - Pay and grading including job analysis, job evaluation and pay appeals as well as implementation of updates to pay, terms and conditions
 - Redundancy and restructure processes including supporting leaders in the identification of vulnerable employees, attendance and support at consultation meetings, hearings and appeals and drafting associated correspondence/ documentation
 - Maternity, paternity, adoption, parental leave entitlements and implementation of the flexible working policy
 - Recruitment including development of recruitment exercises and materials, ensuring compliance with safer recruitment, organisation of recruitment events and participation in the delivery of recruitment panels/assessment activities where appropriate
- Ensure proactive conflict resolution, early intervention and mediation approaches are embedded across the Trust
- Lead TUPE processes including due diligence, consultation and implementation for academies joining the Trust
- Ensure fair, consistent and timely application of HR procedures across the Trust

People Development

- Lead Trust-wide recruitment, retention, onboarding and offboarding strategies to attract and retain high-quality staff, using insights to drive continuous improvement
- Establish talent management and succession planning frameworks to build leadership capacity and address future skills needs
- Work with the Executive Director to collate data that tracks the talent pathway across the Trust and its academies – supporting and reporting on opportunities for growth and promotion
- Ensure a robust staff induction and onboarding process is in place across all academies, quality assuring the process
- Provide support, coaching and training to leaders on the people management implications of policy and strategy
- Develop and deliver HR focused training e.g. investigations, conduct, absence management

Diversity and Inclusion

- Lead the Trust's approach to equality, diversity and inclusion, ensuring compliance with the Equality Act 2010 and the Public Sector Equality Duty
- Lead initiatives that support the recruitment, retention, and progression of a diverse workforce reflective of the communities the Trust serves
- Monitor workforce diversity data and use insights to inform strategic planning and drive continuous improvement

- Provide training and guidance to leaders and staff on inclusive practices and unconscious bias

Employee Engagement and Wellbeing

- Promote staff wellbeing, engagement and job satisfaction through Trust-wide wellbeing and work-life balance initiatives and staff voice mechanisms.
- Develop and oversee a competitive package of employee benefits and rewards across the Trust
- Maintain constructive relationships with trade unions and professional associations to support positive employment relations

Performance, Pay, Terms and Conditions

- Lead the development and implementation of pay frameworks and appraisal processes across the Trust, ensuring these remain appropriate and support the Trust's efforts to recruit and retain the best possible staff
- Provide expert advice on terms and conditions in line with Burgundy and Green Book arrangements.
- Oversee job evaluation, pay progression, pay appeals and implementation of national and local pay changes

Compliance, Risk and Safeguarding

- Ensure full compliance with employment law, equality legislation, safeguarding requirements and safer recruitment standards across the Trust
- Maintain responsibility and oversight of the Single Central Record, ensuring it is accurate and compliant across the Trust
- Ensure all HR related statutory reports and returns (e.g. workforce census, gender pay gap reporting etc) are accurate and completed on time.
- Maintain accurate HR records and salary data, ensuring robust controls between HR and payroll processes so that all contractual changes are authorised, recorded, reconciled and implemented correctly and on time
- Hold responsibility for the Trust's Sponsorship Licence, managing applications and renewals, ensuring immigration compliance and risk mitigation
- Advise Trustees and the Executive Team on HR-related risk, governance and statutory obligations
- Ensure all HR policies, processes and documentation remain legally compliant, current and are consistently applied
- Ensure that relevant legislative and educational employment knowledge is kept up to date

Professional Expectations

- Model and promote the Trust values, ethical leadership and adherence to the Nolan principles
- Contribute to broader Trust initiatives and projects as required
- Maintain up-to-date professional knowledge and lead the continuous development of the HR team
- Respond appropriately to urgent and complex situations, including outside of normal working hours where required
- Attend and participate in meetings outside of normal working hours
- Have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation.

Please note that, whilst the successful candidate will be based at Ilkley Grammar School, the nature of the role will require travel to the Trust's central offices and academies, which could involve being situated at any of the Trust academies for a period of time, if the situation arises.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually, and the Executive Team reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Probationary Period

The successful candidate will undertake a six-month probationary programme on commencement of the role.

Recruitment and Selection Policy Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Moorlands Learning Trust is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect to safe recruitment. All persons employed by the Trust, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the school have their eligibility to teach checked with the DfE.

PERSONNEL SPECIFICATION – TRUST DIRECTOR OF HR

Category / Criteria	E/D	How Identified
Qualifications & Professional Status		
Chartered Institute of Personnel and Development (CIPD), preferably Level 7	E	Application form and selection process
Evidence of sustained professional development at senior leadership level	E	Application form and selection process
Minimum of 5 strong GCSEs (A*-C) including English and Maths	E	Application form
Willingness to obtain relevant HR qualifications	E	Application form and selection process
Educated to degree level	D	Application form
Experience		
Minimum 5+ years' experience working at a senior HR level	E	Application form and selection process
Experience advising CEOs, Executives, Boards/Trustees	E	Selection process
Proven track record of strategic HR leadership in a complex, multi-site organisation - preferably in education or the public sector	E	Application form and selection process
Experience in HR policy development and implementation	E	Selection process
Experience leading organisational change, restructure, redundancy	E	Selection process
Experience handling TUPE including legal considerations	E	Selection process
Experience working with Trade Unions	E	Selection process
Experience developing/implementing HR systems	E	Selection process
Experience developing/delivering people/workforce strategies	E	Selection process
Experience leading and managing HR teams	E	Selection process
Experience in talent management	D	Application form and selection process
Knowledge and Expertise		
Expert knowledge of UK employment law	E	Selection process
Knowledge of payroll and pension schemes	E	Selection process
Expert knowledge of HR policies and procedures	E	Selection process
Knowledge and understanding of safeguarding, safer recruitment and public accountability	D	Selection process
Knowledge of pay, appraisal and T&C frameworks	E	Selection process
Understanding of workforce planning, talent and succession planning	E	Selection process
Familiarity with school workforce census and education-specific HR systems	D	Selection process

Knowledge of education workforce legislation and data requirements	D	Selection process
Knowledge of public sector pay frameworks (Burgundy/Green Books)	D	Selection process
Experience of Trust risk management and assurance	D	Selection process
Leadership, Management & Administrative Skills		
Strong strategic thinking and ability to translate vision into delivery	E	Selection process
Ability to influence/challenge at senior level	E	Selection process
Excellent negotiation skills	E	Selection process
Ability to lead cultural change and promote high performance	E	Selection process
Strong decision-making with balanced judgement	E	Selection process
Strong analytical skills using workforce data	E	Selection process
Ability to lead and develop high-performing teams	E	Selection process
Ability to work positively within a team	E	Selection process
Excellent communication and interpersonal skills	E	Selection process
Ability to interpret information and devise policy	E	Selection process
Ability to prioritise/manage workload	E	Selection process
Ability to plan, review and improve systems	E	Selection process
Excellent administrative and IT skills	E	Application/selection
High attention to detail and accuracy	E	Selection process
Leadership Behaviours		
Credible, authoritative, values-driven leader	E	Selection process
Leads by example	E	Selection process
Ethical leadership and commitment to Nolan principles	E	Selection process
Resilient and decisive	E	Selection process
Commitment to equality, diversity, inclusion and wellbeing	E	Selection process
Models professionalism, integrity and accountability	E	Selection process
High emotional intelligence	E	Selection process
Personal Qualities		
Works with discretion, sensitivity and confidentiality	E	Selection process
Calm and resilient under pressure	E	Selection process
Shows pride in work	E	Selection process
Appropriate relationships/boundaries with young people	E	DBS/selection process
Excellent attendance and punctuality	E	References
Honest, reliable and trustworthy	E	References

Able to take constructive criticism	E	Selection process
Excellent organisation, commitment and self-motivation	E	Selection process
Proactive and uses initiative	E	Selection process
Flexible and willing to work additional hours	E	Selection process
Warm sense of humour	E	Selection process
Personal Circumstances		
Flexible to meet Trust requirements	E	Selection process
Willingness to travel between sites	E	Selection process
Full driving licence, access to vehicle and be appropriately insured	E	Selection process
General		
Commitment to child protection and safeguarding	E	DBS/selection process
Understanding of UK GDPR obligations	E	Selection process