

Job Profile: People Partner



Salary scale:	PO4, scp 35-38
Working hours:	37 per week
Academy/department:	People Services
Nature of contract:	Permanent
Responsible to:	Head of People

Job purpose:

Provide high-quality HR and people partnering across the Trust, with responsibility for the effective operational delivery of People Services. This role ensures that organisational priorities are translated into consistent, efficient and high-quality people practices through the leadership within the People Services team.

Working as a trusted partner to senior leaders and managers, the postholder will promote a consistent, values-led approach to people management that support excellent educational outcomes.

Job specific responsibilities:

- Provide oversight, guidance and escalation support on high-risk or complex employee relations matters, ensuring consistency and risk management across the Trust
- Provide expert advice to leaders on education-specific employment matters, ensuring compliance with UK employment law, education regulations and Trust policies
- Maintain a consistent, fair and risk-aware approach to employee relations across all academies
- Support and advise senior leaders on leadership capability, organisational effectiveness, culture and performance, improving confidence and capability in managing people matters and providing appropriate challenge to improve people management practice
- Alongside the Head of People, act as the escalation point for the most complex, high-risk and reputational people matters including safeguarding-related employment issues and employment tribunal cases
- Lead the delivery and implementation of organisational change activity, including restructures, TUPE and growth, contributing to planning and design alongside the Head of People
- Ensure change processes are legally compliant, well communicated and aligned to Trust strategy and values
- Support workforce planning to meet current and future organisational needs
- Manage the day-to-day delivery of People Service, ensuring high-quality and responsive operational support; delivering against agreed KPIs and service standards, driving continuous improvement
- Provide line management, performance oversight and workload prioritisation for the allocated team members, ensuring clear accountability and the embedding of motivating performance principles within team culture
- Allocate and prioritise workloads to ensure responsive, high-quality service delivery
- Work with colleagues to ensure effective use of HR systems and data for insight, compliance and efficiency
- Work with key colleagues to drive continuous improvement in processes, systems and ways of working to improve efficiency and user experience

- Act as a trusted People Partner to leaders across academies and central teams
- Support the translation of People Strategy into operational delivery and academy impact
- Support with training and upskilling of managers
- Use management information and workforce data to identify trends, risks and improvement opportunities
- Support the development of, and ensure the implementation of, people policies and procedures
- Ensure compliance with employment legislation, safeguarding requirements and sector best practice
- Contribute to reporting, audits and inspections as required
- Build strong relationships with leaders and central services teams
- Work constructively with trade union and employee representatives to maintain positive employee relations
- Champion a culture of professionalism, inclusion, wellbeing and high performance

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective and credible communicator, influencer and negotiator	✓	
An innovator who will support and drive change	✓	
A values-led, authentic and effective leader	✓	
Confident, positive and approachable	✓	
Resilient and confident working in a fast-paced, change-driven environment	✓	
Logical, methodical with a meticulous eye for detail	✓	
A keen user of technology, IT systems and applications	✓	
Learns continuously and effectively adapts behaviour in response to feedback; able to evaluate own performance and focus development accordingly	✓	

Ability to manage sensitive and complex situations with professionalism and discretion	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
CIPD level 5 or above (or equivalent experience)	L5	L7
Significant experience in an operational HR or People Partner role with demonstrable expertise in employee relations	✓	
Experience of delivering high-quality HR or People services within the education sector		✓
Strong knowledge/awareness of the education sector from an employment perspective	✓	
Proven experience of leading and supporting organisational change, including restructures and consultations	✓	
Strong working knowledge of UK employment law and best practice	✓	
Experience supporting TUPE and growth/merger activity		✓
Proven experience of line managing and developing an operational HR or People team	✓	
Ability to balance strategic partnering with hands-on operational leadership	✓	✓
Driving licence/access to vehicle and willingness to travel to Abbey MAT schools	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

