

People Partner (Central, Portsmouth and Sussex) **Candidate Application Pack**

Message from Karen Stant, Director of People:

Thank you for your interest in joining King's Group Academies.

At KGA, our people are at the heart of everything we do. We are proud to be a Trust that is values-led, forward-looking and committed to creating a culture where every colleague can thrive. Guided by our values of Honesty, Faith and Courage, we support our staff to achieve their full potential and, in turn, to provide the very best opportunities for the children and communities we serve.

This role represents an exciting opportunity to make a real impact—both within your professional field and across the wider Trust. You will be joining a team that is collaborative, ambitious, and motivated by the belief that education has the power to transform lives.

We are looking for individuals who are not only skilled and experienced, but also passionate about shaping a positive, inclusive and high-performing culture. If you share our commitment to openness, integrity and continuous improvement, I encourage you to consider applying.

I wish you the very best as you explore this opportunity and thank you once again for your interest in becoming part of King's Group Academies.

Warm regards,

Karen Stant

Karen Stant
Director of People, King's Group Academies

The Trust

At King's Group Academies (KGA), we share a vision of a global community of pupils and colleagues whose connections broaden horizons and foster understanding. We are passionate about working collaboratively—within our UK communities and more widely—to promote international citizenship. We believe every pupil deserves teachers and colleagues who are deeply committed to their success, and we achieve this through strong partnerships with parents and carers who hold us to account.



Collaboration is at the heart of our work. Our colleagues share expertise and drive strategy across a range of Trust-wide forums, covering Teaching & Learning, Safeguarding, Curriculum, International, HR, Finance and more. Headteachers also come together regularly through our Headteacher Board to support one another and share best practice. Alongside these forums, Senior Leadership Teams are empowered by their Local Governing Bodies and supported by our central team.



Each of our academies has its own identity, history and context, which we embrace and celebrate. What unites us is a shared commitment to continuous improvement and educational excellence. Together, we are working towards opportunity and success on a global stage for every

pupil.

We currently comprise fifteen academies across Berkshire, Hampshire and Sussex. By joining our central team, you will play an active role in supporting and visiting these academies as needed. As a Trust, we are committed to sustainable growth and school improvement, building strong foundations for our leaders to deliver our mission: to equip all pupils with the confidence, knowledge, skills and values they need to thrive in the modern world.



People Partner – Central Team, Portsmouth and Sussex

Job Description

Hours: Full time, 37 hours per week, 52 weeks per year – part time and term time working will be considered for the right candidate

Salary: KGA Support Staff Pay Scale, Points 27–31, £45,091 – £49,282 per annum

Location: Hybrid, with regular travel to academies in Portsmouth and Sussex

Reporting to: Director of People

Job Purpose

As People Partner for our Central, Portsmouth and Sussex cluster of academies, you will work closely with senior leadership teams to provide proactive, solution-focused HR support on strategic and complex people matters. Your focus will be on building leadership capability, managing employee relations, supporting organisational development, and driving positive cultural outcomes—distinct from the day-to-day transactional processes delivered by our HR Operations team. Through high-quality advice, coaching and challenge, you will contribute to a positive, inclusive and high-performing culture—supporting the Trust’s vision of *Opportunity and Success on a Global Stage*.

Guided by our values of **Honesty**, **Faith**, and **Courage**, you will build trusted relationships through openness, transparency, and integrity, show belief in the potential of every colleague, foster a culture of encouragement and growth, and approach challenges with resilience and determination, enabling leaders and teams to navigate change with confidence. The role places strong emphasis on coaching and partnering with leaders to build local capacity and drive positive people outcomes.

Key Responsibilities

- Provide timely and pragmatic HR advice and guidance to senior leaders and managers across academies, covering matters such as absence management, conduct, capability, grievance, organisational change, and terms and conditions—ensuring honesty and transparency in all interactions.
 - Equip leaders and managers with the knowledge, tools and confidence to apply people management approaches that are compliant with policy, employment law, and best practice, while encouraging them to act with fairness, trust and integrity.
 - Support strategic and operational workforce planning, change management, and restructures to ensure the Trust remains agile and fit for the future, approaching challenges with the courage to recommend the right course of action even when it is difficult.
 - Lead or support local TUPE processes and academy conversions as required, ensuring positive integration into the Trust and alignment with our values, building relationships based on mutual respect and belief in the contribution of every member of staff.
 - Assist with the drafting, review and communication of HR policies and procedures, ensuring legal compliance, clarity, and alignment with the values of openness and fairness.
 - Deliver or contribute to Trust-wide People projects and initiatives as directed by the Director of People, taking a courageous and forward-thinking approach to improvement and innovation.
 - Work in collaboration with the HR People Operations team, to maintain accurate and up-to-date records within the Trust’s HR systems, and contribute to the reporting and analysis of people data to support both local and strategic decision-making.
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Safeguarding Responsibilities

- Maintain a strong personal understanding of safeguarding responsibilities, including the Trust’s Safeguarding Policy, Child Protection Policy and Staff Code of Conduct.
 - Immediately escalate concerns relating to the welfare of children or vulnerable adults to the designated safeguarding lead.
 - Attend mandatory safeguarding training and ensure knowledge is regularly refreshed.
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Health, Safety & Data Protection

- Ensure personal compliance with the Trust’s health and safety, data protection and confidentiality policies.

- Attend training and maintain up-to-date knowledge of relevant procedures.
- Report concerns in line with Trust protocols.

Equity, Diversity & Inclusion

- Champion an inclusive workplace culture that celebrates diversity and promotes equality of opportunity for all.
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This job description reflects the key responsibilities of the role but is not exhaustive. It may be amended in consultation with the post holder to reflect evolving needs of the organisation.

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

All roles are subject to enhanced DBS checks and relevant pre-employment vetting.

Person Specification

Essential Experience, Knowledge and Skills

- A relevant CIPD qualification at Level 5 or above, or demonstrable equivalent experience.
 - Proven track record of delivering credible, solutions-focused HR advice in a complex or multi-site environment, with a reputation for honesty and integrity.
 - Thorough understanding of HR best practice and UK employment legislation.
 - Experience managing complex employee relations cases from start to finish, showing resilience and courage when dealing with sensitive or challenging issues.
 - Knowledge of HR practices and employment terms within the education sector or wider public sector.
 - Experience of working with trade unions or employee representatives in a spirit of mutual respect and trust.
 - Excellent interpersonal and communication skills, with the ability to build strong professional relationships based on openness and understanding.
 - Confident in influencing and coaching leaders at all levels, demonstrating belief in their capacity to succeed.
 - Strong planning and organisational skills, with the ability to manage a varied caseload and respond flexibly to changing priorities.
 - Proficient in using Google Workspace (Docs, Sheets, Forms, Drive etc.) and confident with HR systems and data reporting.
 - Understanding of GDPR and the importance of data integrity in HR practices.
 - A positive, proactive and resilient approach, with the courage to constructively challenge and the faith to see change through to positive outcomes.
 - A demonstrable commitment to safeguarding and promoting the welfare of children and young people.
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Our Offer to You

Working for KGA delivers all the benefits you would expect from a progressive and supportive employer, including:

- Generous annual leave and flexible working arrangements

- Entry into the Local Government Pension Scheme
- Access to our Employee Assistance Programme
- A range of colleague discount schemes
- Ongoing professional development and opportunities to grow your career within the Trust