



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

People & Culture Business Partner

Central Services

Ashbourne & Nottingham

Fixed Term until August 2027

37 hours per week, 52 weeks per year

Pay Scale POF (SCP 32-35): £43,173 - £46,475 FTE

Tapestry Learning Partnership is a new and ambitious education Trust with strong commitment to people, culture and wellbeing. We're building a connected, collaborative organisation where colleagues feel supported, valued and proud to belong. Joining us now means helping to shape that culture from the ground up.

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

A People & Culture Business Partner is a strategic role that focuses on aligning an organisation's people strategy with its business objectives. Working closely with senior leaders, they act as a trusted advisor, providing guidance on workforce planning, talent development, employee engagement, and organisational change. The role goes beyond traditional HR by placing strong emphasis on shaping a positive and inclusive workplace culture, improving employee experience, and enabling leaders to get the best from their teams. They play a key role in managing complex people issues, driving performance, supporting leadership capability, and ensuring that policies and practices are applied consistently and fairly. Ultimately, a People & Culture Business Partner helps build a high-performing, engaged workforce that supports the organisation's long-term success.

Who We're Looking For

We're looking for a dynamic and commercially minded People & Culture Business Partner to join our team, partnering closely with leaders to drive a high-performing, inclusive, and engaging workplace. In this role, you'll play a key part in shaping people strategy, supporting organisational change, and enhancing the employee experience. You'll provide expert guidance on talent management, employee

relations, and leadership development, while championing a positive culture aligned with our values. This is an exciting opportunity for a proactive and solutions-focused professional who thrives on building strong relationships and making a real impact through people.

What We Offer

- A welcoming, collaborative, People & Culture Team
- Professional development and HR training opportunities
- Clear pathways to progress within the Trust
- A strong commitment to wellbeing and work-life balance
- Inclusive leadership and supportive, values-led culture

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing
- A welcoming, collaborative team
- Professional development and training
- Clear career pathways in People & Culture
- A commitment to wellbeing and work-life balance
- Inclusive, supportive leadership and trust-wide networks

This is your chance to be part of something special. Help us shape the future and make a lasting impact. Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role. Please call Stuart Hardy (Head of People & Culture) on 01335 340830 ext. 10749.

Further details about our school can be found on our website:

<https://www.tapestrylearningpartnership.org/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 6th September 2026

Provisional Interview date: TBC

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	People & Culture Business Partner
Reporting to:	Head of People Operations
Grade:	Scale POF (SCP 32 – 35)
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

The People & Culture Business Partner will deliver high quality, customer focused HR support across the Trust, acting as a trusted advisor to Headteachers, senior leaders and managers.

The postholder will lead on complex employee relations casework, ensure compliance with employment law and Trust policies, and support organisational change and workforce initiatives.

Working in a multi-site environment, the role balances strategic insight with hands on operational delivery to enable effective people management and a positive staff experience.

Key Responsibilities

Employee Relations & Policy Compliance

- Lead, manage and quality assure complex employee relations casework including disciplinary, grievance, conduct, capability, attendance and safeguarding-linked processes.
- Provide expert advice on employment law, HR best practice and Trust policies.
- Support formal hearings where appropriate.
- Under the guidance of the Head of People Operations, prepare documentation for formal hearings and potential tribunal proceedings.
- Ensure consistent and compliant application of HR policies across the Trust.

Workforce Planning & Organisational Change

- Support school and central leaders with workforce planning, staffing structures and organisational design.
- Advise on restructures, redundancies and TUPE transfers, ensuring legal compliance and effective communication.
- Provide professional guidance on organisational change, cultural alignment and leadership practice.

Recruitment, Talent & Resourcing

- Ensure recruitment activity is compliant and efficient, supporting safer recruitment standards.
- Partner with the Head of Talent & Culture on strategic hiring, succession planning and workforce development.
- Support leaders with role scoping, job design and selection processes.

Data Systems & Reporting

- Use the HRIS to produce accurate workforce analytics and reports for senior leaders.
- Monitor trends (absence, turnover, employee relations) and recommend interventions.
- Maintain accurate and timely HR records to support audit and compliance.

Operational HR Support & Stakeholder Engagement

- Act as an escalation point for HR queries from administrators and school leaders.
- Build strong, credible relationships with leaders, ensuring a proactive, solutions-focused HR service.
- Promote continuous improvement in HR processes and support the embedding of consistent Trust-wide practice.
- Contribute to People & Culture projects, policy development and Trust-wide initiatives.

General Requirements

- Maintain strict confidentiality and always adhere to data protection legislation and associated Trust policies.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE (or equivalent) in English and Maths	✓		Application form, certificates
CIPD Level 5 (or equivalent experience)	✓		Application form, certificates
CIPD Level 7 or working towards		✓	Application form, certificates
Knowledge and experience			
Significant experience in an HR role providing advice at a senior / business partnering level	✓		Application form, selection process, references
Leading complex employee relations casework (disciplinary, grievance, capability, safeguarding-linked)	✓		Application form, selection process, references
Advising senior leaders / Headteachers on people matters	✓		Application form, selection process, references
Supporting organisational change (restructures, redundancies, TUPE)	✓		Application form, selection process, references
Workforce planning and organisational design	✓		Application form, selection process, references
Using HR data and analytics to inform decision making	✓		Application form, selection process, references
Developing or implementing HR policies and initiatives		✓	Application form, selection process, references
Experience of working in a unionised environment, including consultation and negotiation with Trade Unions		✓	Application form, selection process, references

Experience in the education or public sector		✓	Application form, selection process, references
Experience operating in a multi-site environment		✓	Application form, selection process, references
Skills			
Strong influencing and stakeholder management skills, including at senior level	✓		Application form, selection process, references
Ability to coach, challenge and support leaders effectively	✓		Application form, selection process, references
Excellent written skills (reports, casework, formal documentation)	✓		Application form, selection process, references
Ability to manage a complex and varied workload, prioritising effectively	✓		Application form, selection process, references
Strong analytical skills with the ability to interpret workforce data and trends	✓		Application form, selection process, references
High attention to detail and accuracy	✓		Application form, selection process, references
Confident using HR systems and Microsoft Office	✓		Application form, selection process, references
Ability to lead projects or contribute to Trust-wide initiatives	✓		Application form, selection process, references
Strong negotiation and influencing skills, including experience of working with Trade Unions and staff representatives	✓		Application form, selection process, references
Experience delivering training or briefings to leaders		✓	Application form, selection process, references
Knowledge			
Strong working knowledge of HR policies, procedures and best practice	✓		Application form, selection process, references
In-depth understanding of employee relations and employment law	✓		Application form, selection process, references

Knowledge of organisational change processes and legal frameworks	✓		Application form, selection process, references
Understanding of workforce planning and talent management	✓		Application form, selection process, references
Awareness of safeguarding and GDPR requirements	✓		Application form, selection process, references
Knowledge of HR practice within education / MAT sector		✓	Application form, selection process, references
Personal Qualities			
Strategic thinking with the ability to translate into practical solutions	✓		Application form, selection process, references
Professional, credible and able to build trust with senior stakeholders	✓		Application form, selection process, references
Proactive, resilient and solutions-focused	✓		Application form, selection process, references
High levels of integrity, discretion and confidentiality	✓		Application form, selection process, references
Strong customer focus and collaborative approach	✓		Application form, selection process, references
Sound judgement and confident decision-making, including when to escalate	✓		Application form, selection process, references
Commitment to continuous improvement, equality and safeguarding	✓		Application form, selection process, references