



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

People Partner

Central Team – South  
Yorkshire Academies

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Central
<b>Post title</b>	People Partner
<b>Responsible to</b>	People Partnering Manager
<b>Full time Salary</b>	£38,837 - £41,050
<b>Pro-Rata Actual Salary</b>	NA
<b>Working Pattern</b>	Fixed Term – Maternity Cover October 2026
<b>Pension</b>	Local Government Pension Scheme
<b>Working Hours</b>	8:30am-4:30pm – Monday-Friday
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

Astrea is seeking a dedicated and experienced People Partner to join our central team and play a key role in supporting our academies and central services. This role is integral to delivering high-quality HR and recruitment support across the employee lifecycle, ensuring compliance with employment legislation, and fostering a positive and inclusive working environment. As a trusted advisor, you will work collaboratively with leaders and staff to drive people initiatives that align with Astrea's values and strategic priorities.

As a people partner you will work with oversight of all people, HR, recruitment and learning and development needs within your cluster, appraised and able to connect the dots as a strategic approach.

You will have oversight of employee relations for your assigned academies/departments at all points of the employee lifecycle, including entry and exit and contribute to the development of policies, process and procedures.

You will play a key role in challenging social disadvantage, delivering on our diversity, equity and inclusion commitments, ensuring regulatory compliance and contributing to the Trust's vision, growth and strategic plan.

### **You will partner with Academies/Departments and:**

- ★ Work closely with leadership teams to embed our shared vision, values and Trust dividends, ensuring that it is understood by staff and students.
- ★ Ensure compliance with employment law and local arrangements, delivering as the centre of expertise in employee relations and advisory.
- ★ Liaise closely with the recruitment partner, supporting talent initiatives to attract new talent the Trust through a well-managed resignation and exit process.
- ★ Be the trusted expert working across a cluster of Academies to provide the best possible provision for school leaders and central leaders.
- ★ Provide a best-in-class people service to academies/functions within the Trust with regular meetings and updates.
- ★ Analyse people metrics and data to inform decision-making, identifying areas of risk, actively managing data dashboards and reports.

- ★\* Contribute to the development of policies, procedures, supporting documents and templates covering all aspects of people activity.
- ★\* Contribute to written and electronic people communications across the Trust to provide regular updates on statutory changes and trends in HR and People.
- ★\* Support the implementation of Trust-wide people initiatives and cultural change.
- ★\* Stay updated on current people trends and legal developments to ensure the Trust's policies are current and compliant.
- ★\* Support departmental projects to create value, drive operational excellent and efficiency.
- ★\* Deliver practical advice; training; and coaching to managers/leaders on all aspects of people management; policy launches; system initiatives and applicable changes to employment legislation.
- ★\* Contribute to the continual development and improvement of practical toolkits and managers resources.
- ★\* Work closely with the People Officer, People Partnering Manager and Head of People to monitor and review progress against department ambitions and the People Directorate.

## **KEY AREAS OF RESPONSIBILITY**

### **People Partnering**

- ★\* Partner with South Yorkshire academies as an extension of the leadership team, developing strategic relationships that deliver impact.
- ★\* Partner with leadership to understand development plans and create and implement people strategies to support them.
- ★\* Work closely with South Yorkshire leadership teams to create and regularly review a school workforce plan in alignment with the recruitment partners.
- ★\* Work closely with relevant leadership teams on succession planning and talent development initiatives.

### **Employee Relations / Advisory**

- ★\* Manage and resolve complex employee relations issues, conducting thorough and objective investigations when necessary, managing time scales to close cases and manage with efficiency.
- ★\* Act as a guardian of the Trust people policies and procedures providing support.
- ★\* Support and coach leaders to effectively manage employee relations issues that arise relating to discipline, grievance, attendance and performance management matters.
- ★\* Be the centre of expertise on any change management, particularly in relation to academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.
- ★\* Ensure effective grievance, absence management, staff wellbeing, underperformance and disciplinary procedures are managed effectively and in a timely manner.

- ★\* Operationally lead the planning and implementation on staff structures and support leaders to build credible business cases including financial analysis, options and recommendations to maximise efficiency and meet improvement plans.
- ★\* Engage with, and challenge, senior leaders about purpose, principles, process and benefits of change in staffing structures which are linked to the Academy Improvement Plans and future needs.

### **Industrial Relations**

- ★\* Manage and maintain positive industrial relations at academy and local level, supporting leaders on key consultations and in relevant trade union meetings.
- ★\* Work with academy elected workplace representatives, building positive relationships with cross collaboration.

### **Recruitment**

- ★\* Work closely with leadership teams to create and regularly review a school workforce plan in alignment with the recruitment partners, with oversight of leavers and future recruitment needs in accordance with curriculum led financial planning (CLFP).
- ★\* Assist the recruitment partners in the recruitment and selection process, ensuring the attraction of high-quality candidates, providing key information regarding the academy and why it is a great place to work.
- ★\* Assist the HR Operations and Recruitment Partners with the onboarding and induction of new starters maximising the employee experience.

### **Learning and Development – Astrea Talent Programme**

- ★\* Partner with leadership teams to identify training needs aligned with the Astrea Talent Programme and performance of employees as part of retention strategies in collaboration with the learning and development team. Cross collaborating and sharing information to support employees with their development, embedding a culture of continual learning.
- ★\* Working with leadership teams identify opportunities to maximise the use of our Apprenticeship levy pot within workforce planning, or staff development.
- ★\* *Note: you are not expected to administer any L&D requirements.*

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Demonstrable equivalent work experience in generalist and advisory HR	•	
CIPD level 5 or equivalent experience		•
Evidence of commitment to continuous professional development	•	

GCSE English and Math at a minimum grade C or 4	•	
Management training or post graduate qualification		•
A driving license is essential as regular travel around our academies will be required.	•	
<b>Experience</b>		
Experience of partnering with multiple academies/departments and managing individual identify and Trust cohesion.	•	
Experience of working with senior leadership teams.		•
Experience in recruitment, initial employee lifecycle and onboarding.		•
Experience of working with key stakeholders to assist them in identifying and defining their current and future recruitment needs as part of workforce planning.	•	
Experience of drafting letters, reports and correspondence to a high standard with an eye for detail	•	
Experience in a fast-paced People (HR) team delivering a high-quality service.	•	
Experience of providing complex employee relations/generalist HR advice and guidance to Senior Leaders.	•	
Experience of managing a significant caseload of HR cases from start to finish achieving successful outcomes, managing and mitigating risk.	•	
Experience of developing positive and effective working relationships with Trade Unions.	•	
Experience of implementing effective HR systems and procedures.	•	
Experience in the education sector.		•
<b>Knowledge</b>		
Knowledge and understanding of the education sector, and the role of trade unions		•
An understanding of the basis on which HR policies are designed and operated and their interface with recruitment and resourcing		•
An understanding of contracts of employment	•	
An understanding of recruitment and retention issues facing the education sector		•
Knowledge of Ofsted, DfE, academy legislation and School Teachers Pay & Conditions, including local arrangements. Understanding of green and burgundy book.		•
Strong knowledge of employment laws and regulations	•	
<b>Professional Skills</b>		
In depth knowledge of current employment legislation and best practice	•	

Strong negotiation and influencing skills	•	
Ability to manage a varied and complex workload, delivering to timescales	•	
Excellent planning, organisation and negotiation skills	•	
Strong ICT skills including the ability to use and report from a HR Systems	•	
Well-developed communication skills, the ability to inspire confidence in others	•	
Resilient -with the ability to handle high levels of pressure and be able to meet deadlines.	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for people practice	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)