



THE  
**PEOPLE'S**  
LEARNING TRUST

# PEOPLE BUSINESS PARTNER

RECRUITMENT PACK

## WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



### **How we will help children achieve:**

We aim to ensure the highest standard of teaching across our Trust. Our strategies include:

- increasing the number of academies rated outstanding by Ofsted;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

### **Our commitment to excellence:**

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.



### **Join us:**

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

### **Our Mission:**

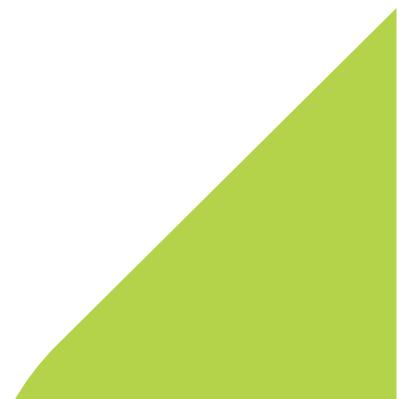
We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

### **Our Values:**

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

### **Our Goals:**

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.



## ABOUT TPLT

The People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with our Founder Schools and all stakeholders to establish the core values that underpin our Trust. We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



## THE ROLE SUMMARY

As People Business Partner, your pivotal role is to deliver strategic and operational people partnership across a portfolio of educational settings, acting as a trusted adviser to senior leaders and Trustees / Local Governing Boards.

Key responsibilities include providing guidance on people management, employment practice, and workforce development to support school improvement and organisational effectiveness.

Operating within the strategic framework set by the Director of People, you will support delivery of the Trust's People Strategy at academy level, building organisational capacity across the employee lifecycle and driving initiatives that reflect the Trust's priorities for equity, wellbeing, inclusion and workforce planning.

The role demands continuous improvement of the People function, ensuring compliance with statutory requirements and ongoing support of the department.

Additionally, the role encompasses various duties as assigned by the line manager, all in pursuit of our vision of creating a family of world-class academies.

**Salary:** NJC Scale 7 or 8 (dependent on knowledge, skills and experience):

- Scale 7 (Point 30 – 35 £40,777 - £46,142)
- Scale 8 (Point 35 – 40 £46,142 - £51,356)

**Contract:** Full time (35 hours per week), permanent.

**Location:** Hybrid (Trust HQ (Goodison Park), academies across multiple local authorities, home).

**Accountable to:** Director of People

**Start date:** As soon as possible



# PEOPLE BUSINESS PARTNER: JOB DESCRIPTION

Key Accountabilities (and specific duties / responsibilities).

## Strategy and People Partnering:

- Support delivery of the Trust People Strategy within allocated academies, aligned to School Improvement Plans and Trust objectives.
- Translate workforce data into insight and tailored actions supporting retention, recruitment, and organisational effectiveness.
- Support workforce planning, succession planning, and apprenticeship strategies, including promotion, recruitment, and progression pathways.
- Support implementation of Trust-wide wellbeing initiatives and develop local action plans.

## Employee Relations and Employment Law Compliance:

- Provide expert advice on employee relations, consistently applying the ACAS Code of Practice and employment legislation.
- Lead complex ER cases including grievance, disciplinary, capability, performance, and attendance matters.
- Investigate and/or advise on formal cases, produce reports with recommendations, and support hearings and appeals.
- Escalate high-risk or Trust-wide issues to the Director of People.
- Maintain up-to-date knowledge of statutory requirements, case law, and best practice.



**HR Systems, Data, Administration and Compliance:**

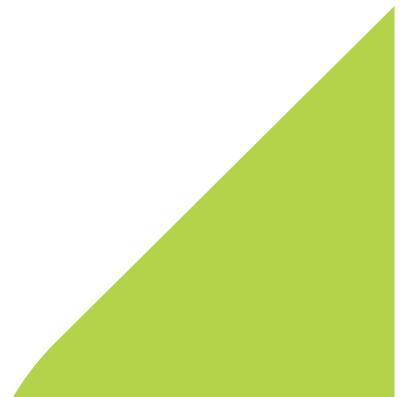
- Advanced user of HRMIS/HR systems, ensuring accurate data capture, reporting, dashboards, and workforce metrics.
- Oversight of workforce census returns and statutory reporting.
- Identify workforce trends, risks, and opportunities using HRMIS data and staff surveys, providing evidence-based recommendations.
- Full operational responsibility for all HR administration, including contracts, conditional offers, variations, pre-employment checks, DBS applications, and maintenance of the Single Central Record.
- Ensure HR administration and compliance documentation are accurate, timely, auditable, and escalate issues where necessary.

**Policy, Procedure and Best Practice:**

- Advanced user of HRMIS/HR systems, ensuring accurate data capture, reporting, dashboards, and workforce metrics.
- Provide guidance on interpretation and application of national and local terms and conditions of employment.
- Contribute to the review and implementation of Trust HR policies, supporting consultation led by the Director of People.
- Ensure HR practice reflects statutory requirements, safer recruitment, and equality, diversity, and inclusion.

**Recruitment, Selection and Onboarding:**

- Provide guidance and oversight for recruitment, selection, and retention processes, ensuring compliance with Trust standards and statutory requirements.
- Support senior leaders in selection panels, recruitment campaigns, and onboarding.
- Advise on contractual changes, establishment reviews, and workforce restructures.



- Manage all operational recruitment processes, from conditional offers and contracts to pre-employment checks and DBS compliance, ensuring records meet safeguarding, statutory, and audit standards.

**Coaching, Leadership Development and Training:**

- Coach and develop senior leaders on people management, performance, and change leadership.
- Design and deliver training and development workshops aligned to Trust priorities.
- Promote continuous professional development and leadership capability across the employee lifecycle.

**Stakeholder Engagement and Representation:**

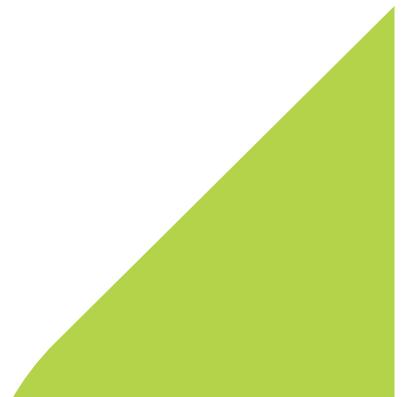
- Build credible relationships with Headteachers, Principals, Governors and Senior Leadership teams.
- Represent the People function and deputise for the Director of People, as required.

**Safeguarding, Culture and Values:**

- Ensure safer recruitment practices and compliance with statutory safeguarding guidance, including Keeping Children Safe in Education.
- Promote a culture of diversity, equality, inclusion, and wellbeing, actively challenging discrimination.
- Contribute to Trust-wide wellbeing and inclusion initiatives.

**Additional Responsibilities:**

- Attend local, regional, and national networks to maintain professional currency.
- Maintain confidentiality and handle sensitive information with high standards of professionalism.
- Undertake continuous professional development to maintain expertise in employment law and People practice.





**Performance Management:**

- Subject to Trust performance management procedures and appraised according to organisational standards.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.



## PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done

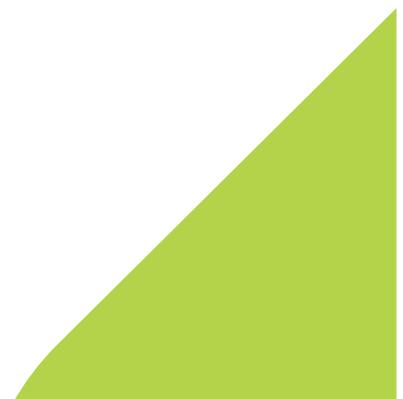
**Desirable:** Requirements that would enable the candidate to perform the job well

**Evidence:** A – Application form, I – Interview, R – Reference

Qualifications	Essential	Desirable	Evidence
CIPD Level 7 (or equivalent professional qualification).	✓		A
Degree level qualification (or equivalent experience).	✓		A
Master's degree in HR, Education Leadership, or related field.		✓	A
Professional development in coaching, leadership, or organisational development.		✓	A / I
Experience	Essential	Desirable	Evidence
Proven experience in a HR/People Partner role within an educational organisation.	✓		A / I / R
Proven experience in employee relations, including disciplinary, grievance, capability, performance and attendance matters.	✓		A / I
Experience in recruitment, onboarding, pre-employment checks, DBS, contracts and compliance.	✓		A / I
Experience in coaching senior leaders and supporting organisational change.	✓		A / I
Experience interpreting and applying employment law and ACAS Code of Practice.	✓		A / I
Experience producing workforce analytics, reporting and insight to inform local action plans.	✓		A / I

<b>Experience (continued)</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience in multi-academy trusts or multi-site educational environments.		✓	A / I
Experience managing HR systems / HRMIS in a large organisation.		✓	A / I
Experience supporting apprenticeship schemes or vocational training programmes.		✓	A / I
Experience in wellbeing programme design or implementation.		✓	A / I
Experience leading staff engagement initiatives.		✓	A / I
Experience in policy development and consultation in education.		✓	A / I
<b>Skills &amp; Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Strong knowledge of employment law, safer recruitment, HR best practice, and statutory requirements.	✓		A / I
Ability to analyse HR data and translate into actionable recommendations.	✓		A / I
Excellent coaching, advisory and influencing skills.	✓		A / I / R
Excellent communication and interpersonal skills, with the ability to build credibility with senior leaders and governors.	✓		A / I / R
Strong organisational and administrative skills.	✓		A / I / R
Knowledge of internal talent marketplaces, AI HR tools, or digital HR innovation.		✓	A / I
Understanding of reward frameworks, job evaluation, or pay equity principles.		✓	A / I
Knowledge of hybrid workforce challenges and solutions.		✓	A / I
Understanding of Trust-wide HR strategy, workforce planning, and succession frameworks.		✓	A / I

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Professional integrity and confidentiality.	✓		A / I / R
Commitment to equality, diversity, inclusion, and wellbeing.	✓		A / I / R
Ability to manage multiple priorities and deadlines effectively.	✓		A / I / R
Strategic thinker with attention to detail.	✓		A / I / R
Highly innovative and proactive mindset.		✓	A / I / R
Enthusiastic, resilient, and adaptable to changing priorities.		✓	A / I / R
Collaborative team player with strong interpersonal presence.		✓	A / I / R
Commitment to continuous professional development.		✓	A / I / R



## HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Louise Adams, Director of People, [louise.adams@TPLTrust.co.uk](mailto:louise.adams@TPLTrust.co.uk).

## SUBMITTING YOUR APPLICATION

Applicants should submit an application form and covering letter of application which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent FAO Louise Adams, Director of People, at [recruitment@TPLTrust.co.uk](mailto:recruitment@TPLTrust.co.uk)

Closing date for applications is Friday 13<sup>th</sup> March 2026.

### Interviews:

Interviews will take place **Tuesday 31<sup>st</sup> March 2026**.

## KEY BENEFITS

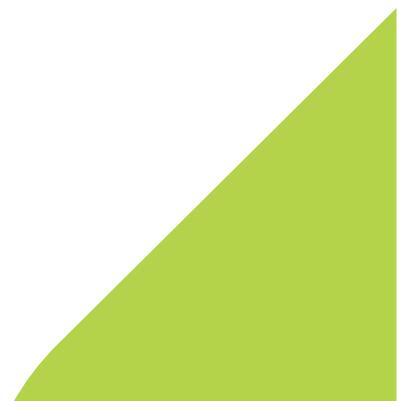
- Flexible working hours and opportunities.
- CPD offer.
- Access to an Enhanced Tailored Health Plan through Simplyhealth (support with everyday healthcare costs such as dental check-ups and treatment, routine eye examinations and prescription eyewear, physiotherapy treatments and 24/7 access to GP and mental health support).
- Opportunity to purchase personalised further annual health benefits at a reduced cost (such as Private Medical Insurance, Dental Insurance and Cycle to Work Scheme).



## DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.





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