



# Recruitment Pack

Director of People

January 2025



# A WELCOME FROM THE CEO OF THE ATC MULTI ACADEMY TRUST



Bowland High and Witton Park Academy worked together from the Autumn of 2015 to form a multi-academy trust (MAT).

We felt that working in collaboration was more beneficial to our pupils, parents and staff than competing with other local schools.

The Trust – Achievement through Collaboration (AtC) was formed in 2016.

Since this time we have developed the expertise of staff building up 13 Specialist Leaders of Education, one Local Leader of Education and one National Leader of Governance.

Much work has been completed to set up systems that gain benefit from being part of a larger organisation. Roseacre Primary Academy joined our Trust in December 2018 becoming the first primary school in AtC.

Thames Primary Academy also joined AtC on 1 September 2020 following the development of a strong partnership. Working with Roseacre and Thames has improved the expertise within our schools, giving greater depth to understanding the demands of the curriculum, especially on transition between primary and secondary school.

In February 2025 Community First Academy Trust will merge with AtC bring Platt Bridge Community School, Kingsbridge EIP SCITT and two trading companies into the Trust, to take us to a Trust of five strong schools.

Professional development programmes that bring together school leaders increase collaboration between our schools and have a positive impact on workload. We are an optimistic organisation, we embrace innovation and grasp opportunities that benefit our pupils.

Executive and senior leadership development programmes have added depth to our understanding of the education sector, greater expertise and contributed to succession planning in our schools. All four Headteachers have come from within our schools.

AtC has invested in staff to build capacity to support other schools in challenging circumstances and we now are actively looking to grow further. If you are interested in joining one of our schools as a member of staff or your school joining our Trust, we look forward to hearing from you.

**Jane Chambers CEO**





# Welcome from our Trust Chief Operating Officer



An exciting, and rare opportunity has arisen to join our highly experienced senior team as our Director of People.

At AtC all of our work is underpinned by the values of Achieve, Belong and Collaborate. As our Director of People, you will

- Optimise the Trust's People Strategy to support Achievement: ensuring all employees have the knowledge, skills and character to shape future success for themselves and their world.
- Implement Belonging: supporting our schools and people through common purpose and shared values
- Work in Collaboration: Sharing good practice, delivering each of our People First strategies

As Director of People, you will work alongside an experienced team with the support of our Chief Operations Officer.

This is a new pivotal role designed to support our people plans and strategy, acting as a true business partner and the main point of contact for Human Resource queries across a group of schools and academies for our people and its HR functions.

The successful candidate will:

- Lead key projects that support strategic objectives and our People Strategy, ensuring our people are at the forefront and our leaders are equipped to manage their teams effectively.
- Support the Central HR / People Team in the operational delivery of the People Strategies, focusing on transformational change management, best practices, and high performance in attracting, developing, engaging, and retaining talent within our schools and academies.
- Provide high-quality support to ensure all staff understand their roles, are developed and supported to reach their full potential, and contribute to improved outcomes for our children.
- Lead on all People related casework processes and in the development of Trust wide People/HR Policies.

We look forward to receiving your application.

Further information regarding AtC can be found at our website: <https://www.atctrust.org.uk/>

If you wish to arrange an informal discussion regarding this position, please email [cholden@atctrust.org.uk](mailto:cholden@atctrust.org.uk)

**Craig Holden COO**



# INFORMATION FOR CANDIDATES



Achievement through Collaboration is a strong Trust of four great schools that serve very diverse communities.

The Trust was initially formed as a partnership between school leaders from Bowland High and Witton Park who shared similar ethos and values; a strong sense of the importance of social justice underpins the work of the Trust.

The current wording of the Trusts ethos and values are very closely associated with one of the founding schools. As the Trust has grown, whilst our desire to put children first and at the heart of everything we do remains unchanged, we recognise that the wording of our vision, mission and values needs to more fully reflect what we aim to achieve with wider collaboration.

**At ATC we Achieve** - we ensure all children have the knowledge, skills and character to shape future success for themselves and their world.

- Achievement means we place value on fully developing each child's potential, recognising and valuing all learning. We are inclusive and strive for equity for every child.
- Achievement means that our pupils, enabled through powerful knowledge and empowered through transformational competencies, are equipped to overcome any barrier to a successful future.
- Achievement means our pupils are prepared for life in modern Britain, that they lead fulfilling lives and remain lifelong learners

**At ATC we Belong** - we are individual schools united through common purpose and shared values.

- Valuing the identities, heritage and cultures of each of our children, adults and schools builds a culture of belonging where individuals and groups flourish and contribute to each other's successful future.
- Our values and purpose, codify how we work together. They ensure that schools retain the individuality to serve their different communities whilst also demonstrating that they work in trust with the other members of Achievement through Collaboration.
- Those who lead and govern communicate the Trust's values and purpose through their service to schools and their communities. Their behavioural norms define what it is to belong to Achievement through Collaboration.

**At ATC we Collaborate** - we share good practice, support schools and provide opportunities for children, staff and our communities.

- Collaboration is built upon nurturing, respectful relationships with each other and the environment that puts children first; every child no matter what background, no matter what barriers.
- Through collaboration we mobilise the best research and evidence to focus relentlessly on knowledge-building so that every staff member in every school is as good as they can be in what they do and how they do it.
- Effective collaboration draws upon the diversity within the trust to overcome the barriers of bias, stereotype and discrimination, building cohesive communities



# INFORMATION FOR CANDIDATES

## Our Values

All members of Atc are expected to display our values. Our values are the golden thread woven through our service to our pupils, our communities and each other.



All staff at Achievement through collaboration Trust act with **respect** and **integrity**; they take their duty to serve their schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.

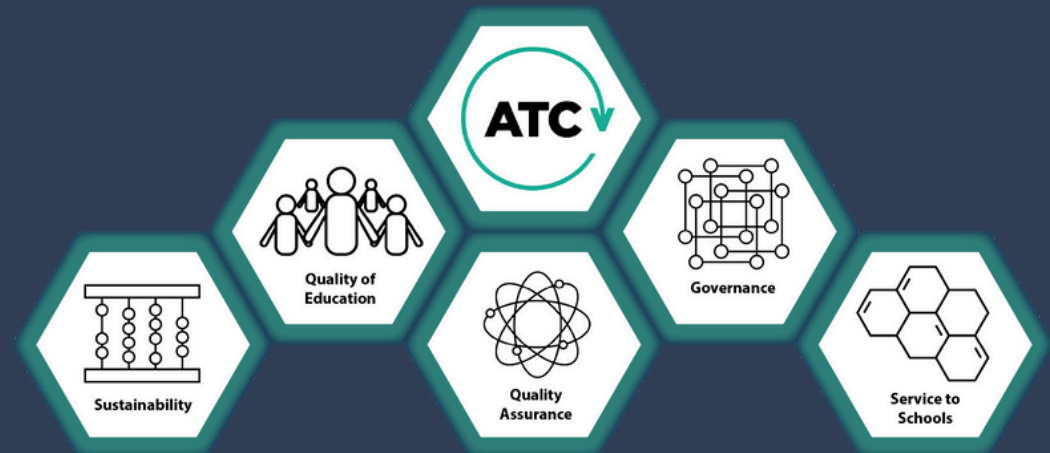
**Innovation** and **aspiration** inform our constant drive to improve; our staff are forward thinking and courageous, they have high ambitions for our pupils and are **resilient** in overcoming any barriers that may prevent those ambitions from being met.

**Nurturing** relationships enable and empower our staff to be tenacious in ensuring equity for all.

## Our Strategic Plan

The objectives of our strategic plan encompass our following strategies:

- Quality of Education
- Governance
- Service to School
- Quality Assurance
- Sustainability





# JOB DESCRIPTION:

## Director of People

<b>Grade/Salary Scale:</b>	£43,693 to £47,693 per year - FTE (Full time equivalent)
<b>Reporting to:</b>	Chief Operating Officer (COO)
<b>Start date:</b>	As soon as possible.
<b>Contract:</b>	Permanent, working flexibly across the week according to the demands of the Trust.

### Job Purpose:

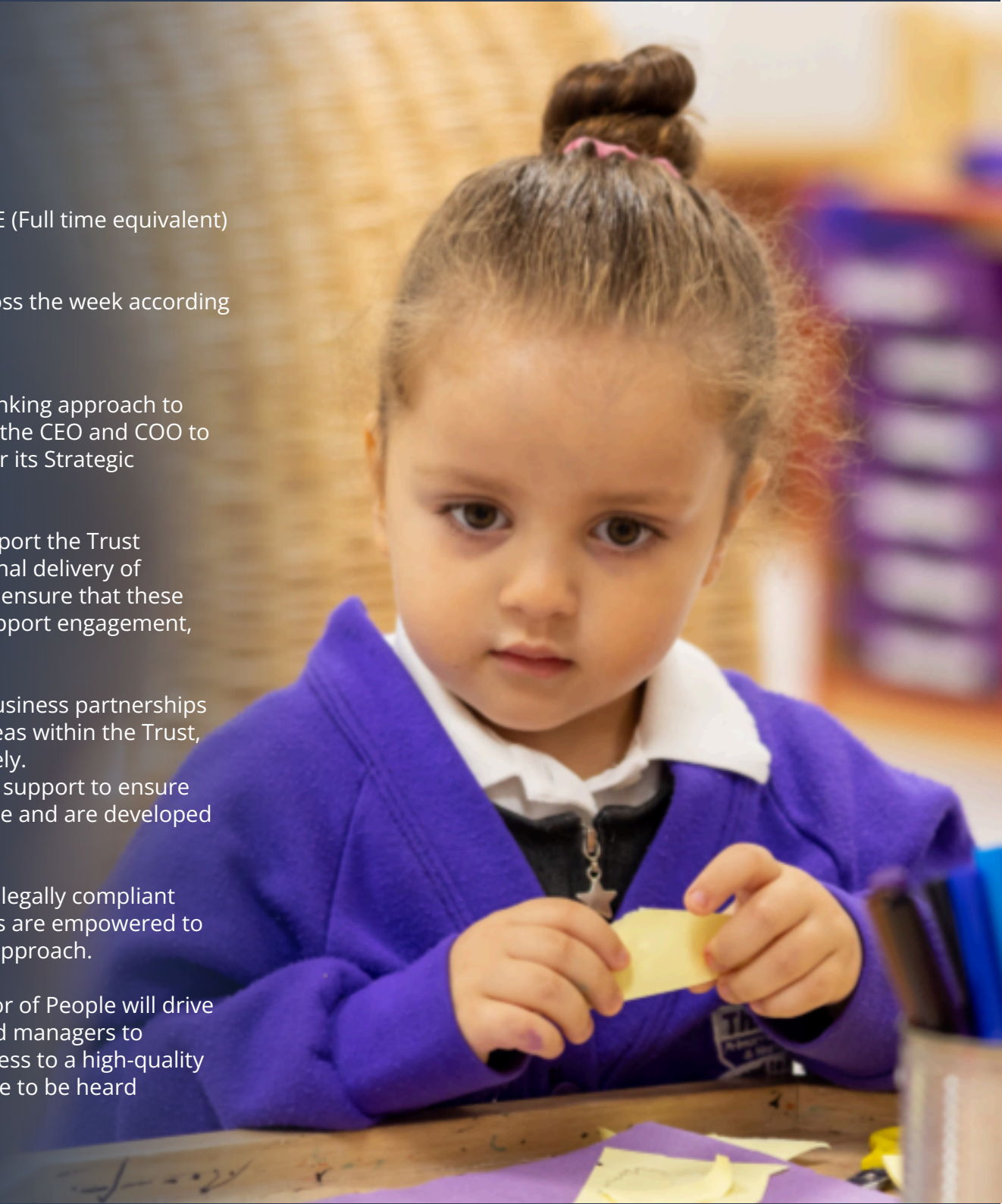
The Director of People is a pivotal role, to bring a forward-thinking approach to business partnering, which shapes and will work closely with the CEO and COO to deliver the Trust People Strategy and operationally will deliver its Strategic objectives.

Reporting directly to Chief Operating Officer this role will support the Trust Executive Senior Leadership Team and facilitate the operational delivery of people planning, staff engagement and staff development to ensure that these pillars and workstreams drive high performing teams and support engagement, development and retention of our people.

This role will lead case management, ensuring high-quality business partnerships are sustained across all schools, academies, and business areas within the Trust, while guaranteeing cases are handled efficiently and effectively. The Director of People will provide professional and effective support to ensure that all our people know what is expected of them in their role and are developed and supported to reach their full potential.

The Director of People will also develop clear, consistent and legally compliant employment policies and procedures and ensure that leaders are empowered to manage their people with the most caring and respectful of approach.

Working directly with the Chief Operations Officer the Director of People will drive a strong culture of engagement whilst supporting leaders and managers to improve staff wellbeing ensuring that all our people have access to a high-quality wellbeing offer along with regular opportunities for their voice to be heard through a structured programme of engagement.



# JOB DESCRIPTION:

## Director of People

The specific purpose of this job is to:

- Operationally delivering the People Strategy ensuring it supports the academy improvement plans and strategic objectives.
- Drive engagement by ensuring completion of the People Surveys using Edurio ensuring agreed actions are implemented, there is effective follow up and continued measurement is in place.
- Support the Trust to manage the attraction, development and succession processes to ensure there is an effective succession plan and talent pipeline.
- Support the Trust and champion its SCITT and programme of initial teacher education to ensure there is an effective succession plan and talent pipeline within the Trust region and community.
- Working with leadership teams in schools and academies to ensure recruitment plans are in place which meet the needs of the academy both now and in the future.
- Ensure leaders have people plans in place to ensure the organisation is fit to meet current and future needs.
- Lead the analysis of current and proposed workforce staffing models.
- Ensure staff performance is managed; support plans are in place where improvement is required, and policy and procedures are understood and adhered to.
- Coaching managers to ensure they understand the importance of quality conversations with their teams and have the skills to conduct them.
- Ensure effective people management processes such as absence, discipline, grievance, wellbeing and under performance are managed effectively.
- Work closely with and support the wider Central Team to ensure cases are being managed/led efficiently, advice and guidance is in place and guidance documents are regularly reviewed.
- Operationally lead the strategic need for change on staff structures and support leaders to build credible business cases including financial analysis, options and recommendations to maximise efficiency and meet improvement plans.





# JOB DESCRIPTION:

## Director of People

- Engage with, and challenge, senior leaders about purpose, principles, process and benefits of change in staffing structures which are linked to the School/Academy Improvement Plans and future needs.
- Ensure effective equality and diversity strategy across our Trust and its schools/academies.
- Ensure the effective development of trust induction processes and any follow-up training.
- Work with the Chief Operations Manager to develop and implement local (Trust specific) and national (DfE ECF and NPQ suite) talent management programmes
- Analyse data on staff absence and turnover and produce an action plan to influence future strategy.
- Lead and advise senior leaders on key consultations with trade unions on a range of people management issues, restructures and reduction programmes including our Trust JCC committee.
- Review relevant employment law, regulations and policy in all areas of people management.

### Additional:

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.





# JOB DESCRIPTION:

## Director of People

### Business Planning

- To manage special projects as required, particularly those concerned with people strategies.

With the COO, ensure there are appropriate risk management systems in place for the Trust and its academies for all financial and business risks.

**Equal opportunities** We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety** All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment** AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The description reflects the position at the present time only and may be modified by the CEO, in consultation with the CFO, to reflect or anticipate changes in the job, commensurate with the salary and job title. A flexible working pattern is needed to ensure that all relevant functions are fulfilled. The CFO role involves work on different sites and attendance at board and committee meetings, including some Local Governing Body Meetings.



## **PERSON SPECIFICATION: Director of People**

### **Qualifications:**

#### **Essential:**

CIPD Level 5 HR Qualification or equivalent

### **Knowledge, Skills and Experience**

#### **Essential:**

- Proven experience in providing strategic HR leadership, preferably within education.
- Ability to align HR practices with organisational goals and values.
- Proven and demonstrable experience of leading a HR and organisational development professional function and service

**for role full Person Specification see role advert at <https://atctrust.facebook.com/vacancies>**





# HOW TO APPLY

If you decide to apply for this position please click on the following link which will take you to our Trust vacancy site where you must create a profile in order to apply for the job - you may find it easier to attach to your CV to your profile so the system prefills the information required.



**CLICK HERE TO APPLY NOW**

To apply please visit: <https://atctrust.face-ed.co.uk/vacancies>

If you would like to enquire about the role please contact:

Craig Holden COO at: [cholden@atctrust.org.uk](mailto:cholden@atctrust.org.uk)

Please note, it is the policy of AtC Trust to contact shortlisted candidates only.

## Key Dates

**Closing Date: Monday 10th February 2025, 9:00am**

**Interviews: Thursday 13th February 2025**

## Trust Head Office

Units 11&12, South Preston Office Village, Cuerden Way,  
Bamber Bridge PR5 6BL

Email: [rkausar@atctrust.org.uk](mailto:rkausar@atctrust.org.uk)

## Additional Information

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Achievement Through Collaboration Trust: [www.atctrust.org.uk](http://www.atctrust.org.uk)



# ABOUT ACHIEVEMENT THROUGH COLLABORATION MULTI-ACADEMY TRUST



Our approach is based on integrity, avoiding the common pitfalls and prioritising the needs of the pupils in every member academy and the communities we serve. We aim to empower our member schools with earned autonomy – giving Governors and school leaders the support they require to shape their school, whilst standards remain high. We share proven methods amongst our members, and provide support when standards fall below the thresholds set. Our focus always remains on the well-being of every pupil, and their contribution to the community. We will help you to develop the full potential of your pupils and staff, and create a unique pupil offer with local relevance.

**Bowland High** Bowland is a unique school and a number of factors combine to make it so. Visitors to the school cannot fail to be impressed by the attitudes of our pupils. The friendly and supportive atmosphere in school is, to a large degree, due to the friendly, positive nature of the pupils.

**Roseacre Primary Academy** Roseacre Primary Academy foster a shared vision of “Excellence for All – Excellence from All”, encouraging every child and adult to give their best and to expect the best in return. The ethos of the academy is evident as you walk around the school, take in the displays, soak up the atmosphere and speak to children and staff.

**Thames Primary Academy & Nursery** Thames Primary Academy take pride in developing outstanding teaching and learning by holding the highest expectations of all pupils and knowing the children well. Thames Primary challenge all children to strive for academic, creative, sporting and personal accomplishment within a broad, vibrant and enriched curriculum.

**Witton Park Academy** Witton Park is for children aged 11–16. It is within the boundary of Witton Country Park, to the west of Blackburn. Our ultra- modern school building allows our pupils to flourish.

**Community First Academy Trust** (joining 01 February 2025) bringing Plat Bridge Community School & Nursery, Kingsbridge EIP SCITT and two trading companies CFAT Facilities Ltd and CFAT Superheroes Ltd







**AtC Trust**

Unit 11/12, South Preston Village,  
Cuerden Way, Bamber Bridge  
Preston PR5 6BL

**Telephone:**

01254 686178

**Email:**

[info@atctrust.org.uk](mailto:info@atctrust.org.uk)

