



LEIGH  
Academies Trust

# Job Pack

People Partner (HR)  
Leigh Academies Trust

# Introduction

**Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.**

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

**For any questions? Contact us on:**  
**joinus@latrust.org.uk | 01634 412 263**



# Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE  
**CHIEF EXECUTIVE**



# Our Benefits

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At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: [latcareers.org.uk/benefits](https://latcareers.org.uk/benefits)

# Our Mission: *Education for a better world*

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At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

**Job Title:** People Partner (HR)  
**Reports to:** Deputy People Director  
**Location:** Leigh Academies Trust

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

## Main purpose of role:

The People Partner provides expert, people-centred HR support across Leigh Academies Trust. Working at an operational level with a strategic perspective, this role leads on employee relations, performance development and engagement initiatives, ensuring compliance with employment law and Trust policies.

Aligned with the People Services Goals & Journeys framework, which sets out the key areas of people delivery across the Trust, the People Partner plays a pivotal role in:

- Dispute Resolution & Change Management
- Employee Wellbeing & Experience
- Performance & Development
- Recruitment & Transitions
- Pay & Benefits

This role is integral in supporting senior leadership, ensuring best-practice people management, and fostering a positive working environment across academies. The People Partner provides both operational and strategic support, working closely with the People Director, Deputy Directors (People), People Advisors, and other key stakeholders.

## Key responsibilities

### *Employee relations and case management*

- Lead complex ER casework end-to-end, including disciplinary, grievance, capability and absence management, ensuring cases are handled efficiently and in line with Trust policies and employment law.
- Provide expert advice to academy leadership teams, ensuring consistency and fairness in decision-making.
- Support chairs at formal hearings up to and including dismissal, ensuring sound procedural management throughout.
- Monitor ER trends, identify risks and advise on proactive strategies to support a positive employee relations climate.



- Coach and support People Advisors, ensuring effective case resolution and professional development within the team.

#### ***Restructures, TUPE and redundancy***

- Lead on restructures, TUPE transfers and redundancy processes, ensuring compliance with legal requirements and Trust policies.
- Provide advice and guidance to senior leaders throughout change processes, ensuring colleagues are treated fairly and with care.
- Support workforce planning efforts, ensuring changes align with the Trust's strategic objectives and staffing needs.

#### ***Policy development and compliance***

- Support the implementation of policy updates across the Trust, providing briefings and guidance to leaders and managers.
- Ensure HR practices are consistent with employment law, ACAS guidance and Trust policy frameworks.

#### ***Performance and development***

- Ensure the performance development process is embedded across all academies, providing guidance to leaders on effective performance conversations.
- Advise on performance-related matters, supporting managers through capability procedures where necessary.
- Support the development of leadership capability, ensuring line managers have the tools and training to manage performance effectively.

#### ***Colleague wellbeing and engagement***

- Promote and drive engagement initiatives, working closely with the Deputy Director to implement engagement and wellbeing initiatives, ensuring colleagues feel supported throughout their time at the Trust.
- Analyse employee feedback and engagement survey results, advising on key themes and recommending actions to enhance colleague experience.
- Promote and support the rollout of wellbeing programmes, ensuring staff have access to appropriate support.

#### ***Data, systems and shared responsibilities***

- Ensure accuracy, confidentiality and GDPR compliance in all HR processes and record-keeping.
- Analyse and report on HR data, identifying trends and translating them into clear recommendations for senior leaders.
- Use HR systems effectively to manage casework and contribute to continuous improvement in People Services processes.
- Promote equality, diversity and inclusion in all aspects of the role, supporting the Trust's commitment to an inclusive workplace.

#### ***Recruitment and transitions***



- Act as the key point of contact between academy leadership and the Talent team, ensuring recruitment activity is informed by workforce planning considerations and aligned to academy needs. Support Principals in thinking through their staffing requirements and escalate workforce planning concerns to the Deputy People Director where appropriate.

### Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of People Partner (HR), we would expect candidates to demonstrate:

## Qualifications and professional membership

### Essential

- CIPD qualified (Level 5 minimum; Level 7 preferred).

## Experience

### Essential

- Senior HR generalist or business partnering experience.
- Demonstrable experience managing complex ER casework, including disciplinary, grievance, capability and absence management.
- Proven experience of supporting chairs at formal hearings up to and including dismissal.
- Experience leading restructures, TUPE and redundancy processes.
- Experience of managing multiple concurrent workstreams in a fast-paced, complex organisation.

### Desirable

- Experience contributing to or leading HR policy development.
- Experience of working in the education sector or a similarly complex multi-site organisation.
- Experience of line managing a team.

## Knowledge

### Essential

- Strong working knowledge of employment law and ACAS Code of Practice.
- Understanding of HR policy frameworks and how to develop, maintain and implement them effectively.
- Understanding of equality, diversity and inclusion principles and the role People Services plays in embedding an inclusive culture.

### Desirable

- Familiarity with the School Teachers' Pay and Conditions Document (STPCD) or support staff pay frameworks.

## Skills and abilities

### Essentials

- Ability to advise, coach and appropriately challenge senior leaders and Principals on people matters, influencing at all levels of the organisation.
- Ability to support and contribute to strategic HR initiatives, working with senior leaders to drive people-centred outcomes across the Trust.
- Strong interpersonal and communication skills, including the ability to present clearly and confidently to different audiences.



- Ability to produce clear, accurate written communication including case documentation, reports and correspondence.
- Able to work effectively as part of a collaborative team, and to engage constructively with external stakeholders, including trade unions, legal advisers and sector partners.
- Comfortable working autonomously and using own initiative, including in ambiguous or fast-moving situations.
- Tact, discretion and sound judgement when handling sensitive or confidential matters.
- Ability to manage a varied caseload, prioritise effectively and work to deadlines across multiple academies.
- Ability to coach, develop and manage People Advisors, building capability and consistency across the team.
- Able to analyse and report on HR data, identifying trends and translating them into clear recommendations.

#### **Desirable**

- Experience using HR information systems to manage casework and produce workforce data.

### **Personal attributes and values**

#### **Essential**

- A values-led approach that places colleague experience and fairness at the centre of HR practice.
- Emotionally resilient, with the confidence to manage conflict and navigate difficult conversations professionally.
- Professional, calm and solutions-focused under pressure.
- Committed to ongoing professional development, continuous improvement and the operational excellence of HR processes, including compliance and administration.
- Understanding of and commitment to safeguarding and the welfare of children and young people.

*The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.*



# Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

## Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

