

CANDIDATE  
**RECRUITMENT  
PACK**

Director of People

April 2026



AMBITION INCLUSION ASPIRATION COMMUNITY BELIEF

# MESSAGE FROM THE CEO

## Welcome to Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

### Our Vision

At the heart of the Trust’s vision is the belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment. We believe we are opening minds and opening doors to learning opportunities and opening up pathways to successful futures.



**Kim Earle, CEO**  
**Achieve and Learn Trust**

The Trust acknowledges that each school has its own unique culture, identity and traditions which must continue to be embraced and celebrated. However, our team of Trust schools are also fully committed to working together as they know that collaboration is key to driving school improvement and securing the best possible outcomes for all our students.

### Our Values

We believe that the Trust’s values should be clearly evident across all schools, demonstrated by students and staff alike:

**Ambition:** we instil a lifelong love of learning and nurture skills and talents.

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity.

**Aspiration:** we want people to be the best that they can be, and for everyone to achieve their potential.

**Community:** we develop local and global citizens of the future, always committed to working in partnership.

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers who demonstrate exemplary practice through creative approaches.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.

### Our Governance

We have five members who hold the [board of trustees](#) to account for the performance of the trust. In addition to the trust board, each member school has its own local governing body.

A handwritten signature in cursive script, appearing to read 'K Earle'.

**Kim Earle**  
**Chief Executive Officer**

# ROLE OVERVIEW – Trust Director of People

## CONTRACT TERM:

Permanent, full-time (flexible, hybrid working available)

## HOURS:

36.25 hours per week (08:00 – 16:00)

## PAY SCALE:

NJC Band 12 Points 45-48  
(Actual Salary £55,620 – £59,016)  
Pay award pending.

## LOCATION:

Trust Hub at Altrincham College, Trafford LA, South Manchester (with travel to member schools); hybrid considered.

## START DATE:

September 2026

If you would like to apply to be part of our Trust at this exciting time, please visit the 'Careers in our Trust' page on our Trust website ([Achieve and Learn Trust - Careers in our Trust](#))

where you will find an application form and more information on the schools within our Trust.

Please send your completed application form to:

[recruitment@achieveandlearntrust.com](mailto:recruitment@achieveandlearntrust.com)

## CLOSING DATE:

Friday 26 June 2026 (midday)

## SHORTLISTING:

Monday 29 June 2026

## INTERVIEW DATE:

Friday 3 July 2026

## The Opportunity

Our Trust is seeking an exceptional HR and Communications professional for the newly created role of **Director of People**.

This is a rare opportunity to join us at a defining moment in our journey. With currently only two Secondary schools, the Trust has **ambitious plans for significant growth over the next two years**. We are looking for a leader who can build the robust people infrastructure required to support this expansion, ensuring we remain "Better, Together" as our community grows. We are also seeking someone who has communications experience, especially in **creating and enhancing an online presence** to support our PR and Marketing strategy.

## The Role

This is both a strategic and hands-on leadership role. You will be responsible for developing a Trust-wide People Strategy that not only supports our current staff but also **facilitates our upcoming growth and transformation**.

As we scale up, you will lead on workforce planning, organisational design and HR compliance, ensuring that new schools joining the Trust are integrated seamlessly into a culture where every colleague feels valued and empowered. You will be a visible, influential leader, directly impacting the experience of every colleague, from those who have been with us for years to those joining us as part of our growth.

## What We're Looking For

We are seeking a dynamic HR leader who thrives in a fast-paced environment of change. You will bring:

- **Qualifications:** CIPD Level 7 qualification (or equivalent) or a willingness to gain the qualification swiftly.
- **Experience:** Senior HR leadership experience, with a proven ability to manage **organisational growth, TUPE transfers or multi-site expansions**.
- **Expertise:** Strong knowledge of employment law, employee relations, policies, HR and Comms best practice.
- **Leadership:** A track record of leading and managing change and the ability to influence stakeholders at all levels.
- **Sector Knowledge:** Experience in a Multi-Academy Trust or education setting is desirable but not essential.

## Why join Achieve and Learn Trust?

This is a great opportunity to **shape a new central role** during a period of intentional, strategic growth. You will be part of a collaborative Central Team that values innovation and professional excellence.

## We offer:

- A lead role in the **strategic expansion** of the Trust.
- A supportive and ambitious leadership team.
- Flexible working arrangements.
- A strong commitment to staff wellbeing and development.
- Access to the Local Government Pension Scheme (LGPS).

## How to Apply

To find out more about this opportunity, please contact **Judith Davenport, PA to the CEO** at [judith.davenport@achieveandlearntrust.com](mailto:judith.davenport@achieveandlearntrust.com) to arrange a confidential discussion or a visit to the Trust Hub.

# JOB DESCRIPTION

**JOB TITLE:** TRUST DIRECTOR OF PEOPLE

**JOB PURPOSE:** To provide strategic and operational leadership for all people-related matters across Achieve and Learn Trust. The postholder will develop and deliver a Trust-wide People Strategy that supports staff wellbeing, organisational growth and cultural cohesion.

**ACCOUNTABLE TO:** Chief Executive Officer

**SCALE:** NJC Band 12 points 45-48 (£55,620-£59,016 pay award pending)

Salary will be reviewed as more schools come into the Trust.

**Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people; we expect all our staff to share this commitment. Robust vetting procedures are in place for all candidates prior to appointment.**

## **Our Vision**

Personal and academic achievement within a safe, inclusive and enriched learning environment: open minds and open doors.

## **Our Values**

**Ambition:** we instil a lifelong love of learning and nurture skills and talents

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity

**Aspiration:** we want people to be the best that they can be and for everyone to achieve their potential

**Community:** we develop local and global citizens of the future, always committed to working in partnership

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

In all things, we expect our staff to work towards achieving the vision for our Trust, embracing our values and showing ethical leadership at all times.

## **Corporate Responsibilities**

- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To actively promote the vision and values of our Trust with all stakeholders, including trustees, local governors, colleagues, parents, visitors and the local wider community of all our schools.
- To robustly follow all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Academy Trust Handbook, Financial Procedures, Health & Safety, Confidentiality, Data Protection, reporting any concerns to the Chief Executive Officer.
- To contribute to a culture of continuous improvement.

- To comply with all reasonable management requests.

### **Key Responsibilities include:**

- Develop and implement a Trust-wide People Strategy aligned to the Trust's vision and growth plans.
- Lead workforce planning, organisational design and HR systems to support growth and efficiency.
- Provide expert leadership on HR compliance, employment law and employee relations matters.
- Lead and manage TUPE transfers and onboarding of new schools.
- Embed a positive, inclusive culture.
- Develop and oversee HR policies and procedures.
- Act as a trusted advisor to the CEO, Board and senior leaders.
- Lead internal and external communications including online presence and PR.
- Ensure safeguarding responsibilities are upheld.
- Represent the Trust with external stakeholders.

### **Other Duties and Responsibilities**

All Trust staff are expected to:

- Take appropriate responsibility and action for safeguarding.
- Be prepared to provide additional support to the central Trust team and schools of the Trust as required.
- Support the vision and values of the Trust and demonstrate a collaborative team working approach to school and Trust improvement.
- Promote and act in accordance with the Trust's Staff Code of Conduct and all key policies.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Work within the Trust's Equality Objectives to promote equity for all students and staff, both current and prospective.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors to our schools.
- Attend Trust and school events as required and make a positive contribution during such events.
- Participate in training and learning activities and staff appraisal as required.
- Be proactive in seeking appropriate advice and guidance where required.
- To undertake any other duties commensurate with the grading of the post as directed by the Chief Executive Officer.



# PERSON SPECIFICATION

## Trust Director of People

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
<b>1. Qualifications</b>		
CIPD Level 7 qualification (or equivalent), or willingness to work swiftly towards this (already CIPD Level 5)	A/C/I	Essential
Evidence of relevant continued professional development	A/C	Essential
<b>2. Experience</b>		
Senior-level HR or People leadership experience	A/I	Essential
Experience of organisational growth, transformation or change	A/I	Essential
Experience of TUPE transfers, multi-site or organisational expansion	A/I	Essential
Experience within a Multi-Academy Trust or education setting	A/I	Desirable
Experience of communications, PR or online presence development	A/I	Desirable
<b>3. Knowledge &amp; Skills</b>		
Strong knowledge of employment law, HR best practice and employee relations	A/I	Essential
Strategic thinking with ability to translate vision into delivery	A/I	Essential
Excellent communication and influencing skills	A/I	Essential
Ability to lead and manage change in a fast-paced environment	A/I	Essential
High level of professional integrity and discretion	A/I	Essential
<b>4. Personal Attributes</b>		
Values-led and committed to the Trust ethos	A/I	Essential

Collaborative, resilient and adaptable leadership style	A/I	Essential
Approachable leader who builds trust quickly	A/I	Essential
Commitment to equality, diversity and inclusion	A/I	Essential
Strong commitment to safeguarding and promoting the welfare of children	A/I	Essential
<b>5. Attitude and Approach</b>		
Smart, professional appearance.	I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential
A willingness to undertake additional training, keep up to date with developments and changes in good practice.	A/I	Essential

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **I** = Interview, **T** = Task



# ADDITIONAL INFORMATION

## BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ The support of a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Trustees and Members.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work!

## APPOINTMENT TERMS

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced disclosure from the DBS.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **12 noon on Friday 26 June 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community, particularly underrepresented groups. We want to ensure our staff body reflects the wonderful diversity of our student body.

## CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible and to abide by all Trust policies and procedures.
- ❖ The Trust operates an Induction process followed by a probationary review process (Support Staff) with which the successful candidate will be expected to comply.
- ❖ The post is based on 36.25 hours per week. The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ The holiday year runs from 1 September to 31 August each year.
- ❖ The position will be based at the Trust Hub at Altrincham College with travel to other schools within the Trust.
- ❖ Our Trust operate a no smoking/no vaping policy on all school or other sites.

Thank you for your interest in this position with Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process: you have to be right for us, but the trust also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please contact us.

# Achieve + Learn Trust.

Better, together.

## Staff Development & Well-Being Offer



**Kim Earle, CEO**

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.



A buddy for all new staff in their first year in post.



SLT and CEO open door policy for all staff



“You Said We Did” staff voice & workload reduction



Free staff car parking on site in all our schools



Access to staff counselling if required



No student data collected for data's sake



Free breakfast for all in our Staff Rooms



Teachers & Local Government Pension Schemes



Fun staff awards & weekly staff recognition



Opportunity to take a flu jab every autumn



Plenty of work spaces and IT access for staff



Opportunity to collaborate across schools



Free Christmas dinner for all staff each year



Trust Well-being training & support for all staff



Commitment to CPD including National Quals.



Greater PPA time than national average



Menopause Support for all staff



Commitment to the DFE's Well-being Charter

**Can't see a vacancy you can apply for? Why not join our Talent Pool?**

**Send a brief introduction and/or your CV to [info@achieveandlearntrust.com](mailto:info@achieveandlearntrust.com)**