People Director

Lead People Shape Culture Transform Futures

City Learning Trust

Location: Stoke-on-Trent (with travel across Trust academies in Staffordshire)
Salary: £55,879 - £66,380
Contract: Full-time, Permanent

Closing date: 16th November 2026
Interview: TBC
Start date: TBC

City Learning Trust
Inspiring Outstanding Achievement

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Job Description

People Director

Both parts of the title matter

People

People are your business. You will spend time with colleagues and leaders across our academies, understanding what is happening, giving advice and helping resolve problems. You will know employment law, terms and conditions and entitlements inside out, and be able to apply that knowledge confidently to real situations.

Some conversations and situations will be straightforward; others will be difficult. You need to be comfortable with both.

This is a hands-on role in a small team, so you will be fully involved in the work yourself. You will know our people, understand our academies and be visible across the Trust.

Director

You will bring professional expertise and judgement to the Executive Team and help shape the Trust's approach to its workforce.

You will give clear advice, including when that means challenging established thinking or saying something people may not want to hear. You will help us make fair and consistent decisions while recognising that people and circumstances are different.

You will work with other Directors and academy leaders to identify what needs attention, improve the way we work and make sure our practice is lawful, fair and workable.

You will have the authority of a Director and the willingness to get involved in the detail when that is what the job requires.

About the role:

As People Director, you will act as the Trust's principal adviser on workforce strategy, organisational development, culture and employee experience. Reporting directly to senior leaders and working alongside fellow Directors, you will ensure that people decisions support educational excellence, organisational sustainability and exceptional outcomes for children and young people





What you'll de doing:

The role covers the full range of people matters across City Learning Trust. This includes:

- advising colleagues and leaders on employment matters
- managing employee relations casework
- working with trade unions and employee representatives
- supporting recruitment and safer recruitment
- maintaining effective HR systems and accurate workforce information
- developing and reviewing people policies
- ensuring our employment practices meet legal and statutory requirements
- providing workforce advice and information to the Executive Team and Trustees
- supporting organisational change where people expertise is required

The exact balance will change according to what is happening across the Trust. You will need to be comfortable moving between immediate issues and longer-term work.



What we need from you:

- You will need substantial HR experience and excellent current knowledge of employment law.
- You will be able to work confidently with colleagues at every level, including providing professional challenge when required. You will need to make sound judgements, communicate clearly and deal appropriately with sensitive and confidential matters.
- Experience of working in education is useful, but it is not essential. Understanding people and knowing your profession are much more important to us.
- A Level 7 CIPD qualification is desirable.

What you can expect from us:

You will join the Central Team and have the opportunity to influence how we work with and support colleagues across the Trust.

You will have professional autonomy, direct access to senior leaders and the opportunity to shape our approach as the Trust continues to develop.

Most importantly, we want you to bring your expertise, tell us what you think and get involved.

To know more about us and the work our Trust is doing, keep reading, or visit our website - www.citylearnintrust.org

Safeguarding:

Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer recruitment checks, including an enhanced DBS check. All staff are expected to act in line with statutory safeguarding guidance at all times



Dear Colleague

People Director

Thank you for your interest in City Learning Trust

City Learning Trust is a partnership of academies working together for the children and young people in our care.

We are proud of our individual academies and the communities they are part of, and we believe strongly in what we can achieve by working together.

At the heart of our Trust are three simple beliefs: we should always be enough, we are better together and excellence is more important than excess. They influence the decisions we make, how we work with each other and the standards we set for ourselves.

Whatever your role, we expect you to take responsibility for your work, use your professional judgement and recognise the part you play in the wider Trust. We value people who share their expertise, learn from others, ask questions and are prepared to speak up when they believe something could be better.

Our World Class Education Framework provides a shared understanding of what we are working towards across every part of the Trust. It gives us consistency and direction while recognising the importance of professional expertise and the different contexts of our academies.

We believe that everyone has something to teach and something to learn. You will be encouraged to develop your own practice, share what you know and learn from the people around you. We want you to do your job well and will give you the support and opportunities to help you do that.

As Chief Executive Officer, I am proud to lead City Learning Trust and particularly proud of the people who work within it. If what you read in this pack feels right for you, I hope you will consider becoming one of them

Please contact Marie Faichney, HR Director at mfaichney@citylearningtrust.org with your CV and covering letter stating why you would be a perfect fit for City Learning Trust. The letter in support of your application should be no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it.

Dr Carl Ward

Chief Executive Officer



City Learning Trust

City Learning Trust is a family of academies sharing resources and expertise: united by our values, we place children first in everything we do.

We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. Our mission is to provide the strongest start in life to enable our community to contribute in their own futures. We don't just want them to be employed, we want them to believe that they can change the world with their choices. There are no limits for any of our children as we inspire them to be lifelong learners and fully rounded citizens so they can adapt in an ever- changing world.

In our Trust, education is linked up from 3 to 19. Skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility as well as tolerance, understanding and compassion.

In recognition of our Professional Growth Package opportunities for children through the Character and Arts Foundation and our leadership programme we were awarded Multi Academy Trust of the year in December 2023.

Our values are important to us and guide the work we do:

Ambition: Our academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.

Cooperation: We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.

Commitment: Our academies are a family of Academies with a common bond, dedicated to the communities that they serve.

Creativity: We encourage innovation and the use of imagination and original ideas in all our Academies.

Leadership: We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.

Respect: We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-academy trusts to raise standards.

Professional Growth at City Learning Trust

We don't have a traditional performance management model at City Learning Trust. Our World Class Framework sets out our ambition for a world-class workforce, and Professional Growth is central to how we work towards it.

Development is personal. What is useful for one colleague may not be useful for another, so we want people to have the flexibility to explore the areas that matter to their work, their interests and the children they work with. That means making time for professional learning, working with and learning from colleagues, and recognising that development can happen in many different ways.

The breadth of City Learning Trust creates opportunities too. We work with children and young people from 2 to 19, across a range of contexts, backgrounds and needs. There is expertise throughout the Trust and we want colleagues to be able to learn from it, share their own knowledge and make connections beyond their immediate role or setting.

Professional Growth can also take colleagues in directions beyond their day-to-day role. Enrichment is an important part of the experiences we provide for children and young people. Our Character & Arts Foundation, unique to City Learning Trust, creates further opportunities for colleagues to use their interests, knowledge and expertise in different ways.

Our World Class Framework gives us a shared direction, but Professional Growth recognises that there are many ways to get there. If there is something you want to learn, explore, share or develop that will improve children's learning, outcomes or experiences, we want to help you do it.



Working together

We believe we should always be enough and that we are better together.

Working at CLT can be demanding. We want people who take responsibility, respond well when the pressure is on and are prepared to get involved. But being professional also means recognising when you need support and being willing to accept it.

The same applies in the other direction. When you have the capacity, knowledge or experience to help someone else, we expect you to offer it. Across the Trust there is a wealth of expertise to draw on, and we are at our strongest when people share it freely.

Being Always Enough doesn't mean doing everything yourself. Being Better Together means knowing when to ask, when to offer and recognising that, at different times, we will all do both.

Benefits that make a difference

Our benefits package includes savings that can make a difference to everyday spending. Colleagues can access discounts at supermarkets and many well-known high street retailers, alongside discounted gym memberships and a range of other offers.

Our scheme's cashback card provides another way to save on everyday purchases and can often be used alongside existing retailer discounts. We also offer salary sacrifice schemes, including Cycle to Work and new and recycled technology schemes. Employees also have access to the Electric Car Scheme, too.



Health and wellbeing

Our enhanced Employee Assistance Programme provides confidential support 24 hours a day, 7 days a week.

We also provide access to a wider range of mental health and wellbeing support, including counselling and training. Support is there when colleagues need it, with clear routes to access it.

Having a voice

The people doing the work often know where things could work better, and we want them to tell us.

Colleagues have opportunities to share their views, suggest changes and help improve how we work across City Learning Trust. We value people who think about what they are doing, ask questions and speak up constructively.

Person Specification

Knowledge and Experience
Experience of working in a senior HR or people role - **essential**
Up-to-date knowledge of employment law, terms and conditions and employee entitlements — **essential**
Experience of dealing with employee relations matters - **essential**
Experience of advising leaders on people issues - **essential**
Experience of developing and applying HR policies - **essential**
Experience of working with trade unions or employee representatives - **essential**
Experience of using HR systems and workforce information - **essential**
Level 7 Chartered Institute of Personnel and Development (CIPD) qualification or equivalent - **desirable**
Experience of working in education - **desirable**
Skills
Able to give clear and practical advice - **essential**
Able to deal with difficult and sensitive situations - **essential**
Able to challenge appropriately when needed - **essential**
Able to build good working relationships with colleagues - **essential**
Ability to communicate clearly in writing and in person - **essential**
Able to organise and prioritise your own work - **essential**
Able to handle confidential information appropriately - **essential**
How you work - we are looking for someone who is:
Approachable and comfortable talking to people at all levels - **essential**
Willing to listen and ask questions - **essential**
Confident making decisions within their area of expertise - **essential**
Prepared to get involved and do the work - **essential**
Able to work as part of a small team - **essential**

NOTE: This job description may be amended at any time in consultation with the post holder.


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