



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIOCESE of SALFORD

Head of Human Resources

Applicant Information Pack



MAKE CHRIST *known*;
MAKING LIVES *better*



Welcome from the CEO

On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Head of Human Resources.

Our Trust Mission is simple, it is to make Christ known and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford, and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise 27 schools: twenty-three primary and four secondaries. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents, that we make a difference to all our children and young people, regardless of their location.

We have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit outstanding candidates to lead our finance, information, performance and operations functions. We are now seeking an individual to Head our Human Resources team, part of the wider Information function. This is a role with great scope and great potential and will play a critical role in the operational and strategic development of our Trust. I would suggest all potential candidates take some time to review our Trust website, so they get a sense of the organisation we are building together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

Our Trust began in 2017, and we currently comprise 27 schools: twenty-three primary and four secondaries. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford, and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

Our People principles:

- At St Teresa of Calcutta Catholic Academy Trust, our people are our greatest asset. It is through the talent, commitment and dedication of colleagues across our schools and central team that we make Christ known and make lives better for our communities, our children and young people.
- We believe that every employee should feel valued, supported and empowered to make a positive difference. We are committed to creating an environment where colleagues can flourish professionally and personally, enabling them to deliver the very best outcomes for children and young people.
- We expect leaders at all levels to model our values, act with integrity and build positive relationships. We are committed to promoting equality, diversity and inclusion, ensuring all colleagues are treated fairly and have opportunities to contribute, develop and succeed.
- Through effective workforce planning, safer recruitment, professional development and talent management, we seek to ensure our schools and services are staffed by high-quality colleagues who share our values and ambitions for excellence.
- By using workforce intelligence, evidence-based decision making and continuous improvement, we aim to build a sustainable, high-performing workforce that is equipped to meet the challenges of education and support the future growth of our Trust.



About the Role

As Head of Human Resources, you will lead the development and delivery of an ambitious people strategy that supports our mission, values and growth. You will oversee all aspects of human resources, workforce planning, employee relations, recruitment, organisational development, wellbeing and policy development, ensuring that our people practices enable colleagues and leaders to thrive.

Working closely with school leaders, governors and central teams, you will provide expert professional advice on complex employment matters whilst driving continuous improvement across the employee lifecycle. You will champion a positive culture where colleagues feel valued, supported and empowered to make a difference in the lives of children and young people.

This role represents a unique opportunity to share the future workforce of a growing Catholic Academy Trust, ensuring we attract, develop and retain talented people who share our commitment to educational excellence.

We are looking for an outstanding HR professional who combines strategic vision with operational expertise, possesses strong leadership skills, and can build trusted relationships at all levels of the organisation.

We are looking for an individual who:

- **Is an experienced strategic HR leader:**
Possesses significant experience of leading a Human Resources function and developing people strategies that support organisational objectives.
- **Provides expert employment law and HR advice:**
Has extensive knowledge of employment legislation, employee relations and HR best practice, with the confidence to advise senior leaders on complex workforce matters.
- **Leads and develops high-performing teams:**
Can inspire, support and develop others whilst creating a culture of accountability, collaboration and continuous improvement.
- **Builds strong partnerships and influences effectively:**
Has excellent communication and relationship-building skills, with the ability to work credibly and





collaboratively with senior leaders, governors, trade unions and external partners.

- **Uses data and insight to drive improvement:**
Can analyse workforce information, identify trends and make evidence-based recommendations that support strategic decision-making.
- **Shares our values and commitment to excellence:**
Demonstrates integrity, professionalism and a commitment to the Trust's Catholic ethos, ensuring that people remain at the heart of everything we do.

We can offer:

- A supportive and dedicated Local Governing Body and Staff
- Highly effective safeguarding procedures.
- A working environment where all feel valued and respected.
- Supportive colleagues and governors with a clear vision and high aspirations for the school.
- A highly dedicated and inspirational team.
- A commitment to relevant, personalised Continuous Professional Development.
- A happy, calm and welcoming working environment.
- Opportunities to work within the wider STOCCAT team
- Generous Local Government Pension scheme employer contribution
- Recognition of continuous Local Government service (where applicable)

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Job Description	
Post:	Head of Human Resources
Responsible to:	Chief Information Officer
Main Location:	STOCCAT Central Office
Purpose of the Role	
To provide strategic leadership and operational oversight of the Trust's HR function, ensuring compliance with employment law, safeguarding requirements, and sector best practice. The Head of HR will drive workforce planning, employer engagement, and organizational development to support outstanding educational outcomes.	
Main Duties	
<u>Strategic Leadership:</u> - Develop and implement the Trust-wide HR strategy aligned to the Trust's objectives and educational priorities. - Advise the Senior Leadership Group and Board on workforce planning, talent management and organizational change. - Lead on HR risk management, ensuring compliance with statutory requirements and safeguarding obligations. <u>Policy & Compliance:</u> - Maintain and update HR policies, procedures, guidance and toolkits in line with employment law, sector guidance and best practice. - Ensure Safer Recruitment practices are embedded across all schools. - Oversee compliance with GDPR, equality and diversity legislation, and safeguarding standards. <u>Employee Relations & Engagement:</u> - Lead on complex employer relations casework, including disciplinary, grievance, capability, redundancy and restructure, sickness and other absence, and equality and diversity. - Build constructive relationships with recognized Trade Unions and staff representatives. - Promote staff well-being and engagement initiatives, including employee surveys and occupational health programmes. <u>Operational HR:</u> - Oversee recruitment and selection, onboarding, and induction programmes for all staff across the Trust. - Ensure robust absence management and occupational health and support. - Manage HR systems (iTrent) to deliver accurate workforce data and reporting (e.g. reports to the SLG, to support workforce planning, school workforce census). - Working with finance and HR Systems colleagues, ensure that iTrent accurately reflects workforce structures, and develop robust business intelligence on a full range of workforce KPIs.	

- Ensure the smooth onboarding of schools transitioning into the Trust from an HR/staff data point of view.

Leadership & Development:

- Line management responsibilities for HR Business Partners, Recruitment Manager and iTrent System Manager. Ensuring performance reviews are undertaken to support the development of systems, processes are fit for purpose for the benefit of the Trust central team and family of schools.
- Provide coaching and training to senior leaders and managers on HR best practice.
- Coordinate performance management and professional development frameworks.
- Lead the ongoing provision and development of the Trust apprenticeship scheme/programme.

Projects & Continuous Improvement:

- Lead HR projects including organizational change, TUPE transfers and workforce restructuring.
- Benchmark HR performance against sector standards, developing metrics and dashboards to promote improvements and best practice.
- Such other relevant duties commensurate with the grade of the post as may be assigned to you, in consultation with you.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

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Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Level 7 CIPD qualification	Essential	A/C
Chartered membership of the Chartered Institute of Personnel & Development or equivalent	Essential	A/C
Evidence of continuous professional development	Essential	A/I
Educated to degree level in Human Resources or equivalent knowledge acquired through experience	Essential	A/I
Knowledge & Experience		
Experience of working at a senior level in an HR environment in a medium/large, complex organisation	Essential	A/I
Experience of working at a senior level in an HR environment within an educational/Trust setting	Desirable	A/I
Extensive experience of developing and delivering customer focused employment/HR policies working in close partnership with Senior Leaders, managers and trade unions	Essential	A/I
Experience of acting as a change agent, working proactively in a collaborative and supportive way to make organisational change happen	Essential	A/I
Experience of advising and coaching managers and colleagues on HR practices including supporting complex employee relations issues	Essential	A/I
A proven track record of dealing with a significant level of complex HR casework (up to and including dismissals) in order to be able to talk credibly with Senior Leaders and operational colleagues	Essential	A/I
Experience of using an HRIS to produce meaningful data to inform decision making and strategic thinking	Essential	A/I
Experience of negotiating settlement agreements and tribunal applications	Essential	A/I
Experience of using HRIS and ATS systems	Essential	A/I
Experience of using iTrent HR and Payroll system	Desirable	A/I
Knowledge of HR best practice, employment law, current thinking and developments in HR policy and practice.	Essential	A/I
Knowledge and understanding of the full employee lifecycle	Essential	A/I
Knowledge of the current challenges facing the primary and secondary education sector	Desirable	A/I
Knowledge of the key national conditions of service and terms and conditions that pertain to employees within schools	Desirable	A/I
Technical Skills & Ability		
Ability to analyse and interpret highly complex and varied workforce problems and to develop a range of solutions	Essential	A/I

Ability to build personal credibility by demonstrating the Trust's values, building trust with stakeholders within the Trust and proactively contributing to organisational success	Essential	A/I
The ability to work autonomously, leading on HR project work across the Trust	Essential	A/I
Proven negotiation and influencing skills	Essential	A/I/R
Ability to coach and mentor colleagues and senior managers	Essential	A/I/R
Ability to work with unpredictable situations and under pressure and to tight deadlines	Essential	A/I/R
Excellent oral and written communication skills, with an ability to explain complex and contentious information clearly and concisely in a manner appropriate to the audience	Essential	A/I/R
Ability to line manage senior HR colleagues and support their development and manage effective performance	Essential	A/I
Ability to work with a high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	Essential	A/I
Special working conditions		
Full driving licence and access to own car with business insurance	Essential	A/I/C
Willingness and ability to work at different sites	Essential	I
Personal characteristics		
Excellent written and verbal communication skills	Essential	A/I
Demonstrable administrative and organisational skills	Essential	A/I/R
Good people skills, including a welcoming and engaging manner	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R



HOW TO APPLY

Please complete an application form via our ATS:
https://ce1057li.webitrent.com/ce1057li_webrecruitme nt/wrd/run/ETREC179GF.open?WVID=38983700Dm& VACANCY_ID=7878992J4S

The closing date for this position is:

Wednesday 18 November 2026.

Shortlisting will take place on:

Thursday 19 November 2026.

Interviews will be held on:

Thursday 26 November 2026

Applicants are strongly encouraged to arrange a conversation with the Chief Information Officer and visit the central office to discuss this role. Initial contact should be made by email to admin@stoccat.org.uk.

St Teresa of Calcutta is committed to the safeguarding and promotion of the welfare of all children and young people in our care and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

