



**GREENSHAW**  
LEARNING TRUST



## Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main Responsibilities and Duties**
- **Job Description**
- **Person Specification**
- **The Recruitment Process**

Dear Candidate

Thank you for your interest in the role of People and Development Partner with Greenshaw Learning Trust (GLT).

The GLT People and Development Partner will be supporting the Director of People to identify and deliver projects central to the My Career Matters strategy and directly addressing the Trust's strategic objectives, in particular that our people are motivated and successful. This role will have an emphasis on HR development (including, but not exclusively, learning and development). Whilst not formally part of one team, it will be most closely aligned with the HR and Growth and Development teams, collaborating across and within the shared service and with headteachers leading on projects that support the retention of high quality staff for the benefit of all headteachers. The role will require the provision of strategic advice and guidance on a wide ranging people related issues.

Greenshaw Learning Trust is a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our '[Why you should work for GLT](#)' recruitment brochure on our jobs portal.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust website ([www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)) provides a clear picture of our aspirations and our vision; however should you have any questions regarding this vacancy please do not hesitate to contact Kate Ivackovic, Director of People and Deputy Chief Executive via Kerry Bennett ([kbennett@greenshawlearningtrust.co.uk](mailto:kbennett@greenshawlearningtrust.co.uk)).

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely,

**Kate Ivackovic**  
**Director of People and Deputy Chief Executive**

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Director of People / Deputy Chief Executive
<b>Line Management:</b>	Line management of the Trust's Recruitment Marketing Manager. There is also a requirement for informal mentoring and support of members of the HR or wider shared service team members and active participation in HR team meetings.
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with NJC pay scale, Outer London, NJC Scale Points 38-43 (£50,574 – £55,620)  (Salary will be determined subject to experience and qualifications - salaries are paid monthly on the last working day of each month).
<b>Hours of Work:</b>	36 hours per week, full time all year round
<b>Place of Work:</b>	The People and Development Partner will be either home-based or working from the GLT Shared Service office in Oru Sutton, with regular travel to GLT schools as required.
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>  GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 26 days plus 2 extra-statutory days.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>DBS Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

## Main responsibilities and duties

The primary role of the People and Development Partner is to support the Director of People to identify and deliver projects central to the My Career Matters strategy and directly addressing the Trust's strategic objectives, in particular that our people are motivated and successful with an emphasis on people processes that facilitate growth and development whilst managing legal risks in accordance with employment law.

Whilst not formally part of one team, it will be most closely aligned with the HR and Growth and Development teams, collaborating across and within the shared service and with headteachers leading on projects that support the retention of high quality staff for the benefit of all headteachers.

The role will require the provision of strategic advice and guidance on a wide ranging people related issues to leaders across and within the Trust under the guidance and support of the Director of People and in collaboration with the Head of HR.

## Job Description

### HR Projects

- In conjunction with the Trust's people Strategy, 'My Career Matters', supporting and championing the delivery of key people-related project activity using an HR developmental approach under the leadership of the Director of People.
- Attend People Strategy project meetings, contribute to innovation and problem solving and to deliver on workstreams as preparation for / follow up to discussions in furtherance of delivery of the strategy and using time effectively to work to tight deadlines.
- Partner with the Heads of the Shared Service to develop career and skills pathways within their teams to encourage resilience, succession planning, talent management and high performance so that all members of the shared service have high quality regular feedback and awareness of the connection with skills development and career opportunity; maximising use of the apprenticeship levy where appropriate.
- Champion and embed GLT's 'Always Learning' mantra, collaborating with Trust leaders to conduct a gap analysis for support staff working within schools where development and skills pathways are less defined so that all staff, whatever job they do and wherever they work, have a meaningful connection to the Trust's people strategy including programmed development days mirroring school INSET days.
- Working in conjunction with members of the HR team and drawing on available expertise across the Trust, support the HR Partners and Trust leaders to analyse and identify patterns and trends in HR data and management information using all available data and HR systems.
- Support the Recruitment Marketing Manager to identify and conduct targeted activity to encourage strong candidate pools including relevant and appropriate promotion of employer brand internally and externally in keeping with the decentralised culture of the Trust.

- Refine, streamline and improve the Trust's mandatory training programme ensuring it is scalable and proportionate to level of risk associated with different types of roles.

### Analysis Reporting

- Work closely with the Head of HR, HR Systems Manager and Recruitment Marketing Manager to ensure the effective use of HR metrics and workforce information to inform local decision making
- Analyse, understand and share performance metrics to identify patterns and trends and use these to influence and drive HR strategy and policy
- Support and develop managers to understand performance metrics and use them to ensure effective HR interventions occur.

### Other Responsibilities

- Advise on shared service organisational structures with the capacity and expertise to lead on restructuring programmes where necessary, working alongside member(s) of the Directors Team.
- develop and deliver effective training opportunities on a variety of people development topics.
- maintain knowledge of safeguarding children and vulnerable adults and ensure that the principles of safeguarding are considered in the work of others and in your personal practice.
- take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to the Trust.
- line manage the Recruitment Marketing Manager, undertaking all duties inherent in this including undertaking appraisals, managing and recording annual leave, sickness, and performance.
- requirement to be flexible to support members of the HR team with wider schools (e.g. in the event of unplanned absence or turnover) within the Trust and to support with Trust-wide activities where required.

**The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.**

## Person Specification

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>Chartered Member of CIPD or equivalent or working towards</li> <li>Level 5 CIPD qualification or equivalent</li> <li>Substantial experience in a Senior HR role or in a generalist HR role</li> <li>Strong employment law knowledge with the ability to apply employment law concepts in a flexible way balancing legal compliance with Trust values</li> <li>Experience of leading HR development (including but not exclusively learning and development) with positive proof of impact</li> <li>Experience of leading proactive recruitment strategy with positive proof of impact</li> </ul>	<ul style="list-style-type: none"> <li>Level 7 CIPD or willingness to undertake it.</li> <li>Experience of leading a team</li> <li>Experience of ITrent or other HRIS systems.</li> <li>Line management experience</li> <li>Knowledge of budget control and management</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Ability to make decisions, identify and solve problems on thorough analysis and sound judgement</li> <li>Ability to adapt and adjust legal and HR best practice appropriately in a complex working environment supporting managers with varying degrees of experience and diverse job roles</li> <li>Exceptional relationship-building skills with the ability to inspire trust</li> <li>Experience and ability to lead, motivate, provide clear vision and innovation</li> <li>Ability to think clearly, incisively and strategically.</li> </ul>	

<p><b>Personal Qualities:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:</p>		
	<ul style="list-style-type: none"> <li>● Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively</li> <li>● Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands</li> <li>● Accuracy and analytical skills and the ability to provide, interrogate, and explain the relevance of quantitative and qualitative data</li> <li>● Strong organisational skills and the ability to work well under pressure</li> <li>● Ability to work well as a team</li> <li>● Diplomatic and confident</li> <li>● Self-motivated and ability to use initiative</li> <li>● Ability to deal with sensitively with people and resolve conflicts</li> <li>● Ability to listen and respond appropriately</li> <li>● Ability to challenge decisions and actions which are not ethical, explaining the organisation risks</li> <li>● Ability to work with integrity at all times</li> <li>● Financial understanding including the ability to quickly understand the financial consequences of employment decisions.</li> </ul>	
<p><b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ul style="list-style-type: none"> <li>● Ability to form effective working relationships with all stakeholders and act as a critical friend to Headteachers and senior leaders</li> </ul>	<ul style="list-style-type: none"> <li>● Use of car and current driving licence</li> </ul>

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on 31st March 2025. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised week commencing 31st March 2025. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held after Easter in our shared service managed offices in Oru, Sutton. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact Ross Dickerson, Head of HR via email at [rdickerson@greenshawlearningtrust.co.uk](mailto:rdickerson@greenshawlearningtrust.co.uk)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.