



# People Development Partner

November 2024



Dear Applicant,

I am delighted to share this recruitment pack for the post of People Development Partner at Thrive Co-operative Learning Trust.

Thrive Trust has experienced incremental growth over the past seven years. The ten schools within the trust have all elected to join Thrive because of its values and absolute commitment to partnership working, educational improvement, mutual support, respect and inclusion.

Additional information is included in this recruitment pack to help you understand more about us.

If you wish to find out more please contact Beccy Meilhan, People Development Lead for an informal discussion or to arrange a visit.

To make arrangements please contact Beccy by email [meilhanb@thrivetrust.uk](mailto:meilhanb@thrivetrust.uk)

Thank you for your interest in the post of People Development Partner at the Thrive Co-operative Learning Trust. We Look forward to receiving your application.



Jonathan Roe  
CEO





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



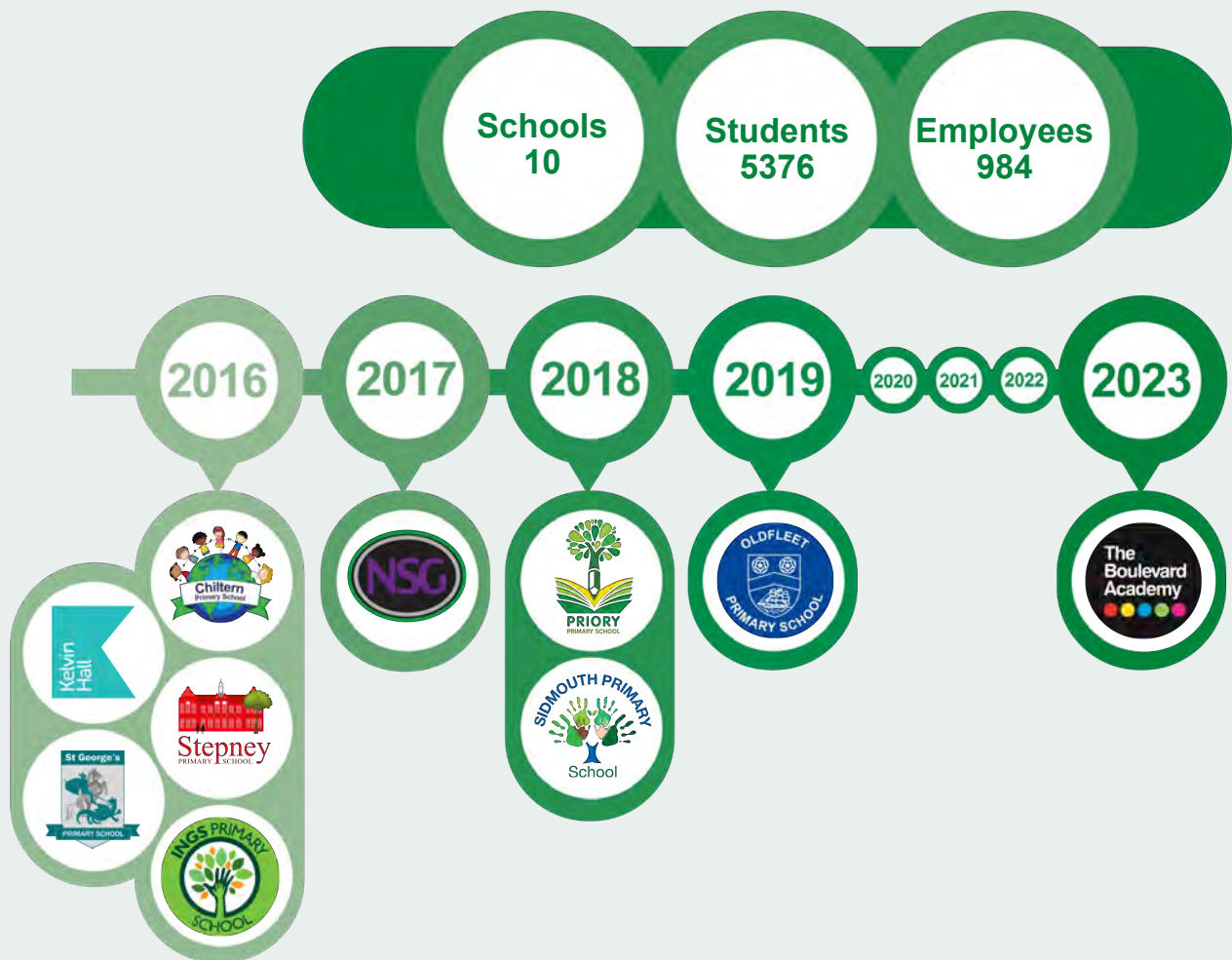
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

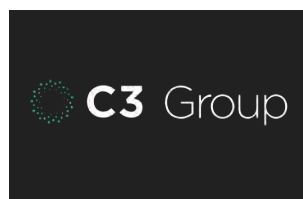


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**People Development Partner**  
**Salary: Grade 10 Scale Point 33-37 (£26,647 - £29,157 actual salary per annum)**  
**Hours: 25 hours per week, Term Time Only plus 15 days, hours to be agreed**  
**Permanent**  
**January 2025 start**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life.*

Thrive Co-operative Learning Trust is seeking to appoint a People Development Partner to support our small central People Team.

The ideal candidate will have a solid background in HR, with a deep understanding of current employment laws and their practical application. They will also bring significant experience as a People Partner within a multi-site environment in the education sector.

The People Development Partner plays a valuable role in supporting our People functions from recruitment and employee relations to policy development and compliance. The role will involve working with the Trust People Development Lead to implement our People strategy and foster a positive work environment.

**What we can offer you:**

- A positive culture where everyone is valued and respected
- A commitment to your development and wellbeing
- Access to the Local Government Pension Scheme
- Generous Annual Leave Entitlement
- If you are joining us from another school, academy, or trust we recognise your continuous service date with confirmation from your current employer.

**Interested in applying?**

If this seems like the role for you please take a look at the job information pack for further information or contact Becca Meilhan, People Development Lead for an informal discussion by emailing [meilhanb@thrivetrust.uk](mailto:meilhanb@thrivetrust.uk)

If you are interested in this role please take a look at the job information pack for further information and to find out how to apply.

**Closing date: Thursday 28th November 2024 4pm**

**Interview date: Thursday 5th December 2024**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.



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A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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# Job Description

<b>Post Title</b>	People Development Partner
<b>Grade</b>	10
<b>Location</b>	Trust Central Team
<b>Reporting to</b>	People Development Lead

## Purpose of Role

To work alongside the People Development Lead to support the provision of a comprehensive and efficient people team service across the Trust.

## Employee Relations

- Provide specialist advice, guidance, and support to school leadership and line managers on a range of employee relations matters including absence, well-being, flexible working, probationary/induction period management, terms and conditions, and statutory entitlements (leave, maternity, etc.)
- Build effective working relationships with staff at all levels, providing advice and guidance on a range of policies and people related issues to support understanding and ensure effective communication of good HR practice.
- Establish productive and proactive dialogue with employees and their representatives, to facilitate change, resolve conflict, and promote a positive working environment.
- Promote employee health and well-being and ensure colleagues are aware of Thrive benefits.
- Continually work to improve and streamline people processes and systems and put forward suitable recommendations to improve the service.

## Change Management

- Work with the People Development Lead and the schools with any change management activities (including restructures, TUPE).
- Lead consultation meetings with staff and their representatives, encouraging productive and proactive dialogue.

## Recruitment and Onboarding

- Oversee the recruitment processes across the Trust ensuring this is done in accordance with safer recruitment statutory guidance.
- Advising on recruitment campaigns and improving processes, including management of any People matters arising.
- Reviewing and analysis of equalities and other data including welcome surveys to report to the Trust Board and other stakeholders.

## General

- Maintain own continuing professional development, keeping up to date with legal and best practices.
- Maintain awareness of current employment legislation and developments within the education sector and ensure changes are made to the current policies and procedures and applied across the Trust.
- Work with the People Development Lead on new People policies, guidance notes, and training sessions for publication and delivery.
- Contribute and lead projects as required by the People Development Lead in line with the Trust People Strategy.
- Work in collaboration with the People Development Lead and People team as appropriate and undertake any necessary duties commensurate with the level of role.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	Degree or equivalent	✓		Application Form
	GCSE or equivalent qualification in English and Maths	✓		
	Qualified to CIPD Level 7 or willingness to undertake	✓		
<b>Relevant Experience</b>	Experience of working in a senior HR role	✓		Application Form Interview References
	Experience of working in an Education setting	✓		
	Experience in successfully managing and resolving employee relations issues	✓		
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		Application Form Interview References
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Attention to detail	✓		
	A highly professional approach and experience of applying discretion in sensitive or difficult issues, maintaining confidentiality at all times	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		Application Form Interview References
	Knowledge of Safer Recruitment requirements and KCSIE	✓		
	Deep understanding of employment law and an awareness of relevant legislation and codes of practice	✓		
	Understanding of GDPR and the importance of confidentiality	✓		
	Ability to compile, manage and analyse data and produce reports	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		Application Form Interview References
	Excellent communication skills. Ability to give clear and concise advice and guidance to a range of customers and key stakeholders, verbally and in writing.	✓		
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



# How to apply



## Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role please contact Beccy Meilhan, People Development Lead on 07739 643362 or by email [meilhanb@thrivetrust.uk](mailto:meilhanb@thrivetrust.uk)

## How to apply

All applications must be made using the Trust's application form.

Please return your completed application to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

**Closing date: Thursday 28th November 2024, 4pm**

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