

Every child, every chance, every day.

Every child deserves the best possible start in life



Recruitment Pack

Director of People



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Contents

Welcome to Exceed Learning Partnership

Our Ethos

Our Vision

Our Values

Our Aims and Strategic Objectives

Our People Vision

Message for the Candidate

Job Description

Job Specification

Person Specification

How to Apply





A message from the CEO

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership. We are a Multi-Academy Trust currently serving 8 primary academies in Doncaster with ambitions to grow over the forthcoming year.

As a trust we are passionate about improving the life chances of the children and families we are serve. When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster, particularly the most disadvantaged pupils. Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations, all pupils can and will succeed. This is our

ultimately goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

In our Trust we believe that colleagues need the freedom to develop and perform to the highest standards, dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

In our Trust we are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!



Beryce Nixon

Chief Executive Officer
and National Leader
of Education

Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day



Our Vision

To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

We will achieve our vision by:

Every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust. This will focus on our learning philosophy skills:

Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.



Our Values

Inspire

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

Our Aims and Strategic Objectives



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

People Vision



We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our Values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto



Every Child.
Every Chance.
Every Day.





A Message for the Candidate

Dear Applicant,

Thank you for your interest in the position of Director of People

Due to continued growth within the trust, we are seeking an enthusiastic, forward thinking and dynamic individual to join our trust in the new post of Director of People. The successful candidate will be responsible for delivering the Trust's People Strategy and driving the Trust forward to make Exceed Learning Partnership a truly exceptional place to work.

This strategic role will oversee the professional development of all colleagues, whether teachers, support, operational, financial, central team or trainees.

The successful candidate will be working in a fast-paced, changing environment, and be determined to define and roll-out innovative solutions to all workforce challenges faced within the education sector.

The post holder will have strategic oversight of all HR Support and Communications and be responsible for driving high standards. In addition to this, the post holder will oversee all HR compliance, working with our HR Support Function to ensure the Trust meets regulatory and legislative requirements at all times.

The successful candidate will need to provide leadership as well as operational management; they will be innovative and creative in developing system-leading strategies across the trust.

We encourage interested applicants to contact us if they have any questions or queries about the role and look forward to receiving your application.

Yours sincerely

Mr Andrew Hibbitt

Deputy CEO



Job Description

Job Title:	Director of People
Grade:	Grade 12, Point 47 - Point 50 (£51,759 - £56,203)
Hours:	37 hours per week, 52 weeks contract with annual leave entitlement (no of days dependant on length of service) This role involves evening and flexible working. We will consider job share roles or term-time requirements
Location:	Trust Office with travel to all our academies
Responsible to:	Deputy Chief Executive

Responsible for:	People Strategy, HR and Communications
-------------------------	---

All support staff should endeavour to maintain the ethos of the academies and must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as support staff in the academies.

Job Specification

This role will be responsible for driving the Trust's People Strategy and the experience across all facets of the employee lifecycle, from recruitment and selection, through to performance, development and succession. They will oversee professional development of all colleagues, whether teachers, support, operational, financial, central team or trainees. The successful candidate will report directly to the Deputy Chief Executive Officer and be a key member of the Trust Central Team responsible for the Trusts People Strategy.

The role requires someone who will drive the Trust forward and make Exceed Learning Partnership a truly exceptional place to work. The successful candidate will be working in a fast-paced, changing environment, and be determined to define and roll-out innovative solutions to all workforce challenges in the education sector.

People Strategy

- Design, implement and continually monitor the impact of Trusts People Strategy.
- Support the growth of the Trust by attracting, developing, and engaging talent in order to build high-performing teams
- Drive our ambition to make Exceed Learning Partnership the "Employer of Choice"

Talent Management Strategy

- Create, implement and manage a talent management programme across the Trust, encompassing the attraction, hiring, training, development and retention of all teaching and non-teaching staff
- Define the Trust's approach to succession planning, and actively manage the Trust's internal pipeline of talent
- Embed the Trust's career pathways to ensure clear progressions routes for all
- Lead cross-functionally to contribute to the Trust's approach to improving teacher retention
- Introduce efficient data systems to allow the Executive Team to manage and monitor all key talent management metrics and information

Recruitment

- Help deliver the Trust's aspiration to 'grow its own' through attracting talent, internal training and programmes of CPD
- To create and implement a strategic recruitment plan for key posts across the Trust and to review on a termly basis to ensure progress and impact.
- Analyse workforce data to inform future recruitment needs through horizon scanning.
- Define and roll-out initiatives across the Trust that reflect modern career choices – job sharing, flexible working, long-service sabbaticals, teaching abroad etc
- Lead the procurement and be the central point of contact for Supply Staff agencies, ensuring the trust are achieving best value and quality at all times.



Job Specification

Professional Development and Career Pathways

- Facilitate the Trusts evolution into a 'learning organisation' by leading on the Trust's CPD, Learning & Development and Leadership Development programmes through creating, coordinating and evaluating training programmes and the CPD offer across the Trust
- To report to Directors on all matters related to People across the Trust
- Work closely with all areas of the business ensuring high levels of participation and quality feedback from all development programmes Embedding Organisational Culture
- Lead on Exceed Learning Partnership becoming a listening organisation with continued programme of staff surveys, cross-organisation focus groups and other 'employee voice' initiatives
- Define and embed our approach to health and wellbeing - how the Trust will support staff throughout their non-work lifecycle
- Work closely with the Executive Leadership Team and roll-out solutions to address the teacher workload challenge
- Employee journey mapping to deliver excellent engagement from hiring to onboarding through to development
- Refresh and implement the performance management process which reinforces values and behaviours that support the Trust's strategic aims and educational goals
- Manage the Trust's approach to reward and recognition to ensure we are a competitive employer in terms of pay, rewards, and benefits.
- Drive innovative and creative solutions to rewarding colleagues in order to support improved recruitment and retention

Communications

- To lead on the Trusts marketing and communications strategy and develop the Trust brand in order to drive exceptional talent and raise Exceed Learning Partnerships profile with staff, pupils, stakeholders and public audiences.
- Be the custodian of the Trusts Intranet System, driving regular communication to all colleagues throughout the trust.
- Drive the "One Organisation" culture ensuring all Colleagues, Governors, Directors receive regular communication

Strategic oversight of HR support

- Strategic lead for ensuring a solid foundation of HR support is in place across the Trust
- Ensure efficient data systems are in place to track progress across all areas of HR and our People Strategy
- Oversight of all HR and People policies to ensure all are concise, clearly understood by employees and managers, and being followed by our academies
- Lead relationships and communication with all National Educational Unions
- Regular reporting to the Executive Team and Board of Directors on all HR and People matters across the Trust

Person specification

	Essential	Desirable	Interview /App form
Qualifications			
Relevant Degree or equivalent qualification or demonstrable experience	✓		✓
Achieved or working towards CIPD qualification		✓	✓
Willingness to enhance qualifications and training for development in the post	✓		✓
Knowledge & Experience			
Knowledge of the education sector and a successful track record of developing innovative solutions to the sector's specific People and Talent challenges, including health and well-being	✓		✓
Experience of rolling-out a talent management strategy that delivered demonstrable impact within an Education organisation	✓		✓
Oversight and leadership of all elements of professional development within an organisation	✓		✓
Strategic oversight of operational HR support across an organisation, and a track record of using HR KPIs to drive decision-making	✓		✓
Experience of developing and implementing campaigns defining and promoting an employer's unique brand in the sector	✓		✓
Experience of writing policy, setting and leading strategy, undertaking audits and holding people to account.	✓		✓
Exceptional leadership skills coupled with the humility to get stuck in	✓		✓
Ability to quickly earn the confidence of senior stakeholders and rapidly influence them to roll-out trust-wide solutions at academy-level	✓		✓
Strong communication and interpersonal skills, with the ability to present strategic ideas in a clear and concise way, both verbally and in writing	✓		✓
Analytical, with the ability to interpret data quickly and distil key learning to inform unique and innovative new approaches	✓		✓
Ability to calmly manage multiple conflicting situations and priorities with tight deadlines to the overall benefit of the Trust	✓		✓

Person specification

Ability to think strategically and see critical issues from a cross-functional perspective	✓		✓
Diplomacy and discretion and the ability to manage confidential information	✓		✓
Commitment to own personal development and learning	✓		✓
Work in ways that promote equality of opportunity, participation, diversity and responsibility	✓		✓
Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across disparate geographical locations	✓		✓
Personal Qualities			
Excellent written and oral communication skills	✓		✓
Excellent time and task management skills	✓		✓
Ability to work under pressure and to deadlines	✓		✓
Ability to relate well to children and adults	✓		✓
Ability to lead, motivate and influence others	✓		✓
To have a sense of humour	✓		✓
To show commitment to sustain excellent attendance at work	✓		✓
Confident and willing to challenge traditional assumptions	✓		✓
Energetic, enthusiastic and resilient, along with being action and solution-focused	✓		✓
A commitment to child-centred education	✓		✓
Contra-Indicators			
A satisfactory DBS Check	✓		✓

How to apply

Prior to applying:

If you are unclear about any aspect of the application process or you would like any additional information about Exceed Learning Partnership or the role, then please contact:

Mr A Hibbitt: coo@exceedlearningpartnership.com

Application is by application form and must be sent: pa@exceedlearningpartnership.com

Appointment Process

Closing Date for Applications:

Wednesday 24th August 2022 at 12pm

Shortlisting for Candidates:

Tuesday 30th August 2022

Interview Date for Candidates:

Friday 2nd September 2022

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named referees to inform them that, if you are shortlisted, we will request a reference prior to the interview.

Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already

The Exceed Learning Partnership



Willow
Primary
School



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Edlington Lane, Doncaster, South Yorkshire DN12 1PL
T 01709 805175 | E admin@exceedlearningpartnership.com

www.exceedlearningpartnership.co.uk