

People and Performance Manager – Job Description



Responsible to: Deputy Headteacher – Staff Development

Salary Grade: K: £45,091 - £48, 226

Core Purpose:

Lead the development and execution of a forward-thinking HR strategy and associated policies and processes that align with the Trust's vision, drive organisational performance, and foster a culture of excellence, inclusion, and continuous improvement. Serve as a strategic partner to senior leadership, ensuring HR initiatives support long-term goals, talent development, and compliance.

Key Responsibilities

- 1. HR Leadership & Policy Development**
 - Shape and implement HR strategies that anticipate future workforce needs and support the Trust's mission and vision and promote the Trust's values.
 - Lead the continuous review and enhancement of HR policies to ensure legal compliance, innovation, and alignment with best practices.
 - Build strong relationships with stakeholders, including union representatives and external partners, to influence and negotiate strategic HR outcomes.
 - Advise senior leaders on emerging HR trends, risks, and opportunities.
- 2. HR Processes and Support**
 - Advise and coach managers on the application of the Academy's HR policies, procedures, and practices.
 - Lead on the revision, consultation on, and implementation of HR policies and procedures in line with local and national legislation and best practice.
 - Provide training to managers on HR procedures related to their roles.
 - Support the leadership team in managing capability, grievance, and disciplinary processes.
 - Coordinate organisational design and restructuring, ensuring timely management of HR situations.
 - Ensuring that leaders are timely in addressing and managing HR situations and challenges
- 3. Organisational Design & Change Management**
 - Drive organisational design initiatives to optimise structure, roles, and processes for maximum impact.
 - Support senior leaders with the people aspects of change management initiatives.
 - Champion a proactive approach to managing HR challenges, ensuring timely and strategic interventions.
- 4. Talent Management & Succession Planning**
 - Develop and oversee robust talent management frameworks, including succession planning and leadership development initiatives.
 - Collaborate and support senior leaders to ensure appraisal and staff development processes drive performance and engagement.
 - Use data-driven insights to inform strategic workforce planning and talent decisions.
- 5. Recruitment & Employer Branding**
 - Design and implement recruitment strategies that attract top talent and strengthen the Trust's employer brand.
 - Oversee the development of compelling job descriptions and selection processes that align with strategic priorities.
 - Ensure recruitment and vetting processes support diversity, equity, and safeguarding objectives.
- 6. Onboarding, Engagement & Retention**

- Lead onboarding programs that accelerate integration and engagement of new staff.
 - Develop initiatives to enhance employee experience, wellbeing, and retention, aligned with the National Wellbeing Charter.
 - Utilise feedback and analytics to continually enhance staff engagement and satisfaction.
7. **HR Analytics & Compliance**
- Leverage HR data and analytics to inform decision-making and measure the impact of HR initiatives.
 - Ensure rigorous compliance with safeguarding, GDPR, and employment legislation, proactively managing risks and audits to minimise potential liabilities.
 - Oversee the integrity of HR records and reporting, including workforce census and Single Central Record.
8. **Absence Management**
- Develop and implement absence management strategies that support staff wellbeing.
 - Coach and support leaders in applying absence management policy.
 - Evaluate absence data taking into account budgets and insurance considerations.
9. **Reward, Payroll & Pensions Strategy**
- Guide strategic reward and recognition programs that promote employee retention and motivation.
 - Oversee payroll and pension processes, ensuring alignment with organisational policies and financial objectives.
10. **Culture, Wellbeing & Inclusion**
- Champion a positive, inclusive culture that supports wellbeing, diversity, and staff voice.
 - Lead strategic wellbeing initiatives and consult with staff to shape a supportive work environment.
 - Coordinate occupational health and support process, ensuring leaders implement agreed actions in a timely manner.
11. **Safeguarding & Data Protection Leadership**
- Provide oversight of safeguarding and data protection, ensuring the implementation of robust policies, training, and effective risk management.
 - Ensure appropriate actions take place should a data breach occur.
 - Manage subject access and freedom of information requests.
 - Lead data protection impact assessments and manage sensitive employee information in accordance with best practices.

Additional Duties

- Act as a trusted advisor to the Headteacher and senior leaders, contributing to strategic planning and organisational development.
- Undertake any reasonable request to support the Academy.

This job description is subject to review and modification as necessary.