



Head of Human Resources

ROLE INFORMATION PACK

Department	Human Resources
Place of work	Trust central offices, Grosvenor House, Telford
Application deadline	Monday 26 th January 2026, 9.00am
Enquires and applications to	Email: recruitment@lct.education



Mission Statement

Delivering an inclusive, compelling and transformative education that empowers young people, both in the classroom and beyond, preparing them for the rapidly changing world ahead.



Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.



Our values



A Trust With Heart

We place our young people, staff and families at the heart of everything we do; we empower our young people to become compassionate, caring, humble and inspirational individuals.



Never Leave A Child Behind

We support all our young people to ensure that - regardless of their background or starting point - they can achieve exceptional educational outcomes.



Thriving Community

We passionately believe that a positive, thriving community is the heartbeat of the academy. We embrace our collective strength to create a range of opportunities that enhance the lives of our young people and families whilst also acknowledging and celebrating the distinctiveness and individuality of each academy's community.



Together We Are Stronger

We are united in our vision to ensure the best learning experiences for our young people, staff, and community through strong relationships and effective collaboration.



Successful Young People

We create a pride in our academies and a thirst for learning that raises aspirations and ensures our young people are ambitious - both within school life and through extensive enrichment offers - to prepare them for the global community.



Learning For All

We deliver compelling, transformative and reflective learning in our classrooms, celebrating the differences of each academy's community, inspiring all our young people and staff to be the very best that they can be.



Respect For All

We celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.



Coping With The Challenges Of Life

We develop resilience within all our young people and staff to ensure a mindset for success and readiness to thrive in an ever-changing global community.

Together, with our families, our staff and our communities, we are stronger.

At the Learning Community Trust, we are proud to lead a family of academies that spans education from early years through to post-16 within our specialist settings. We serve thousands of young people and staff across our academies and take our responsibility seriously, placing our young people, staff, and families at the heart of everything we do.

Our mission is so important to us all, we all work tirelessly to deliver an inclusive, compelling, and transformative education that empowers young people both in the classroom and beyond, preparing them for the rapidly changing world ahead. We are united by a shared vision: to develop compassionate, resilient, and inspirational individuals who are ready to thrive in an ever-changing global community.

Our eight core values: A Trust With Heart, Successful Young People, Never Leave A Child Behind, Learning For All, Thriving Community, Respect For All, Together We Are Stronger, and Coping With the Challenges of Life create our daily moral compass and guide every decision we make and every service we offer.

We believe that every young person deserves access to a rich and inspiring educational experience, one that fosters a mindset for success and importantly, prepares them to be global citizens. Across our Trust, we are proud to celebrate equality, diversity, inclusivity, and individuality, recognising that we have far more in common than that which divides us. Each of our academies is distinctive, with its own ethos and community, yet all are united in our commitment to exceptional outcomes and shared trust values.

Our success is rooted in a steadfast commitment to the professional growth and well-being of our staff. We believe that when our teams are empowered, supported, and continually developing, they create the foundation for truly exceptional learning experiences. That's why we invest in high-quality training, leadership development, and well-being initiatives that nurture both personal and professional growth. By fostering a culture of care, collaboration, and continuous improvement, we ensure that our staff feel valued, inspired, and equipped to make a lasting impact in the lives of our young people.

To ensure we remain focused and forward-thinking, we have developed a robust Five-Year Strategic Plan. This plan is more than a roadmap; it is a commitment to realising our mission and values across every academy and community we serve. Grounded in our eight core values, the plan sets out clear priorities, aligns resources,

and establishes measurable goals. It unites leaders, educators, families, and partners around a shared vision, ensuring we are prepared to meet challenges and lead with clarity, compassion, and impact.

A key strength of our organisation is our commitment to investing in the people who work within our Trust. We believe that when staff are supported to grow, our academies flourish. That's why professional development is at the heart of our offer. Every colleague, whether in teaching, leadership, support, or operations, benefits from access to CPD pathways designed to build expertise, confidence, and career progression.

No academy within our Trust stands alone. We work collaboratively to share best practice, provide targeted support, and create opportunities for staff to connect, learn, and lead. From coaching and mentoring to leadership development and subject networks, our CPD offer is designed to meet the needs of every role and every stage of a career. Our aim is simple: to empower educators to deliver exceptional outcomes for young people, while building fulfilling and sustainable careers.

We are proud of our reputation, both regionally and nationally, for strong educational outcomes and community focus. Our academies work closely together, sharing best practice across phases and settings to create thriving learning environments. We believe that Together We Are Stronger, and through collaboration, we can build a resilient, inclusive educational system where every young person can flourish.

Thank you for considering the Learning Community Trust as your partner in education. We look forward to working with you to create lasting, positive change for your school and your community.



Paul Roberts

Chief Executive Officer



Human Resources Department

Thank you for your interest in the role of Head of Human Resources at the Learning Community Trust. This is a pivotal and inspiring time to join our organisation. Since our formation in 2018, the Trust has grown into a thriving family of 13 academies across Telford and Shropshire, with a strong reputation for delivering high-quality education and support to our communities. Our Central Team is now based at Grosvenor House in Telford, reflecting our continued growth and ambition.

Our HR department is at a significant point of development, and we are seeking a dynamic, forward-thinking HR professional to help shape its future. This role offers a unique opportunity to build a cohesive, high-impact HR function across the Trust, with clear scope to lead on HR strategy in the future.

As Head of HR, you will be part of the Trust's core operational team, working closely with the Director of Finance and the Heads of IT, Governance and Communications. Together, this team drives the strategic and operational priorities of the Trust, ensuring our academies benefit from strong, responsive central services. You will be instrumental in shaping the culture and systems that enable our staff to deliver our mission every day: *to provide an inclusive, compelling and transformative education that empowers young people in a rapidly changing world.*

The HR department currently operates through a hybrid model: HR is managed locally within each academy, this central role will provide the oversight, guidance and consistency that ensures excellence across the Trust. You will support academy leaders with expert HR advice, help them navigate people matters, and embed best practice. A key part of your remit will be to build capacity by designing and delivering training and development for academy-based HR leads and line managers.



You will manage an HR Adviser and work in collaboration with a bought in, well respected, managed HR service that will provide HR advice, Payroll Services and deliver strategic HR projects as necessary whilst maintaining a strong internal HR presence that understands the unique context of our academies. This role requires someone who is hands-on, visible across our academies, and equally comfortable shaping long-term strategy in line with our five-year Trust plan.

Our Vision, to develop compassionate, resilient and inspirational young people who can thrive in an ever-changing global community, is reflected in how we support and develop our staff. As Head of HR, you will help create a positive, inclusive environment where people feel valued, empowered and equipped to make a lasting impact.

Initially this role will focus on operational review and change but will evolve into a more strategic leadership position. It is ideal for someone passionate about people, committed to collaboration, and eager to grow their HR career. You will influence policy, shape practice, and make a meaningful difference to the working lives of staff across our Trust. We are proud to be 'Trust With a Heart'. Our values guide everything we do, and we look forward to welcoming a new Head of Human Resource who shares these values, believes in our mission, and is ready to help shape the future of our Trust and the communities we serve.

Paul Jones
Chief Operating Officer



Post title

Head of Human Resources

Overview

The Head of HR leads the operational development of the Trust's HR function and will have oversight of the Trusts strategic aims whilst working in collaboration with a bought in HR advisory service and payroll that will support with HR strategic projects as required. This role provides professional leadership for HR services, ensures high-quality support to academy leaders, and contributes to Trust-wide strategic planning as a member of the Executive Team.

Key responsibilities below are in collaboration with, and support gained from our HR service provider.

1. HR Partnership and Workforce Support

- Act as a HR partner to academy leaders, providing and coordinating expert HR advice aligned with Trust priorities.
- Support the formation, implementation and ongoing review of the Trust's People Strategy, offering insight and recommendations based on workforce needs in collaboration with a HR bought in professional service.
- Maintain an overview of staffing trends, workforce data and leadership capacity to inform workforce planning activities.
- Monitor developments in national policy and employment law with the HR bought in service, providing timely advice to leaders and supporting updates to HR practice.

2. HR Operations and Compliance

- Support the effective delivery of central and procured HR services, ensuring academies receive responsive and consistent support.
- Clarify and promote the division of responsibilities between central HR, school-based administration and external providers.
- Ensure HR processes comply with legislation, Trust policies, safer recruitment requirements and best practice, including support for TUPE activity where required.
- Contribute to the procurement, implementation and ongoing review of HR systems and IT solutions.

3. Policies, Procedures and Governance

- Support the development of a bought in HR service to review and communicate HR policies, ensuring they are compliant and reflect Trust values.
- Engage with staff groups and trade union representatives as part of policy consultation processes.
- Promote GDPR-compliant practice in relation to staff data and record keeping.
- Provide accurate HR information, analysis and updates for senior leaders and governance groups as required.

4. Staffing, Recruitment and Contractual Management

- Advise academy leaders throughout the employment lifecycle, including recruitment, selection, induction, contractual changes and exit processes.
- Support consistent and effective recruitment practice, including job evaluation and preparation of job descriptions.
- Ensure accurate and timely documentation for employment, pay, pensions and contractual entitlements.
- Support oversight of the Single Central Record and safer recruitment compliance.
- Coordinate and support Safer Recruitment training for leaders and staff involved in recruitment.

5. Employee Relations and Casework

- Provide expert guidance on employee relations issues including disciplinary, capability, grievance and attendance matters.
- Lead and advise on complex casework with the bought in HR advisory service, ensuring fair processes and timely resolution.
- Liaise effectively with trade unions, Occupational Health, payroll, pensions and external HR consultants where appropriate.
- Support wellbeing planning, Occupational Health referrals and processes for long-term sickness, redeployment, retirement and redundancy.

6. HR Administration and Systems

- Support the accuracy and compliance of HR records, data management and personnel files across the Trust.
- Ensure timely submission of information to payroll, pensions and external bodies (e.g., DfE).
- Communicate HR updates, policy changes and guidance clearly to leaders and staff.

7. Professional Development and Wellbeing

- Provide HR insight to support appraisal processes, talent management and staff development planning.
- Lead on the Trust's Staff Wellbeing Strategy, including analysis of staff survey results and recommendations for improvement.
- Support the planning and coordination of Trust-wide training and development aligned to workforce needs.

8. Accountability

- Deliver a high-quality HR business partnering service, ensuring professional, consistent and timely support to academies.
- Maintain effective working relationships with leaders, staff and trade union representatives.
- Provide accurate HR advice, data and reporting to senior leaders to support decision-making.

9. Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Human Resources.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

General

This job description is subject to special employment conditions relevant to working in education, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and Young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

Notes:

This job description may be amended at any time in consultation with the post holder.
The role entails attendance at out of hours functions, meetings or events as required.

Person specification

QUALIFICATION AND EXPERIENCE

Essential unless otherwise stated. Desirable = (D)

- Relevant HR qualification, e.g. CIPD (level 7) and/or significant current experience at high level.
- Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE 5+ English and Maths)
- Be a member of the Chartered Institute of Personnel and Development (D)
- Have demonstrable knowledge of the Academy sector (D)
- Relevant and recent personal and professional development
- Up to date working knowledge of employment law
- Safer Recruitment training certificate (D)
- Full DBS clearance
- Full UK Driving Licence

SKILLS AND KNOWLEDGE

- Minimum 5 years' experience in HR at a management level.
- Leadership experience in a regulated and/or multisite organisation (D)
- Understanding of HR process, procedures and policies.
- Previous Line Management experience within an HR function.
- Successful experience of leading change.
- Experience of Education and Multi Academies. (D)
- Experience of working with trade unions.
- ICT literate.
- Time management and working to deadlines.
- Record-keeping and information management.
- Knowledge of employment law and education sector guidance and statutory requirements.
- Knowledge of equal opportunities and Human Rights legislation.
- Knowledge of Data Protection legislation, including GDPR.
- Knowledge of Sectoral Pay and Conditions framework, payroll provision and pensions.

PERSONAL ATTRIBUTES

A Trust with Heart

- Demonstrates empathy, compassion, and humility when supporting staff and navigating sensitive HR matters.
- Builds trusting relationships across the Trust, placing the wellbeing of staff and the school community at the centre of decisions.
- Acts with integrity, kindness, and fairness in all interactions.

Successful Young People

- Understands how excellent HR practice underpins high-quality teaching and support for pupils' learning outcomes.
- Takes pride in enabling a positive staff culture that motivates and inspires colleagues to deliver exceptional experiences for young people.
- Champions professional development that helps staff model ambition and high expectations.

Never Leave a Child Behind

- Advocates for inclusive and equitable HR policies and practices that remove barriers for staff and, in turn, supports all pupils.
- Ensures recruitment, training, and performance processes reflect the Trust's commitment to disadvantage awareness and opportunity for all.
- Supports leaders in addressing workforce challenges that could impact pupil outcomes, ensuring no one is left behind.

Learning for All

- Actively seeks professional learning opportunities to develop their own HR expertise.
- Promotes a culture of continuous improvement and reflective practice within HR and across the Trust.
- Values diversity and respects the unique context of each academy, adapting HR guidance accordingly.

Thriving Community

- Builds strong relationships with staff, school leaders, and local communities, recognising the unique identity of each academy.
- Creates HR processes that enhance staff wellbeing and engagement, contributing to a positive, thriving school environment.
- Encourages collaborative working and celebrates success across the Trust.

Respect for All

- Models respectful, transparent, and collaborative communication at all times.
- Navigates conflict or complex employee relations cases with fairness, respect, and professionalism.
- Promotes an inclusive workforce that reflects the Trust's commitment to dignity and respect.

Together We Are Stronger

- Works collaboratively with central teams and school leaders to deliver consistent, high-quality HR operations.
- Shares expertise, supports colleagues, and contributes to Trust-wide HR initiatives and improvements.
- Encourages teamwork and supports a culture where staff feel valued and connected.

Coping with the Challenges of Life

- Demonstrates resilience, adaptability, and a calm approach when managing challenging situations or competing priorities.
- Supports staff wellbeing and mental health through proactive HR practices and compassionate leadership.
- Models a growth mindset and supports staff to build confidence and resilience.

Role details

Department	Human Resources
Main place of work	Trust Central Offices
Reporting to	Chief Operating Officer
Tenure	Full time
Hours	37 hours per week, full year
Working weeks	52
Salary	PO18 (£55,618 -£58,931)

Commitment to safeguarding

The Learning Community Trust is committed to safeguarding and promoting the welfare of our young people. All successful post holders are subject to an enhanced DBS check (including a check on the children's barred list) and an online search for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process.

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our commitment to safeguarding, visit lct.education and search 'Keeping Children Safe in Education' to find view the latest statutory guidance.

How to apply

Please complete our word document application form which can be downloaded from lct.education/jobs. Once completed, please email to the email address on the front of this role information pack by the deadline.

Please note that by submitting an application you agree for your personal data to be processed in line with the trust's privacy notices. Further information can be found at portal.lct.education/dataprotection.

For an informal discussion of the role please contact Paul Jones, Chief Operating Officer on 01952 951400



Learning Community Trust

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For more information please visit lct.education