



Job Description Executive Director – People

Salary:	£90,000 - £100,000
Hours:	Full time
Contract:	Permanent
Responsible to:	Chief Executive Officer
Direct Responsibility For:	One Trust Services People Team
Main Contacts and Relationships:	<u>Internal:</u> Trust Board, Pay, People & Culture Committee, CEO and Executive Directors, Headteachers and school leaders, One Trust Services People team, local HR network, school union reps. <u>External:</u> Local and National HR networks, HR providers, regional union reps

Purpose

The Executive Director, People will play a key role in delivering HISP's vision of transformative education by shaping a high-quality, values-led People strategy. Rooted in integrity, collaboration and stewardship, the role ensures our people, culture and systems enable a strong One Trust approach and long-term sustainability.

Working closely with the CEO and Executive Team, the postholder will contribute to strategic planning and lead the development and delivery of an effective, user-focused People service. This includes strengthening our HR model, embedding consistent and values-driven practices, and ensuring high-quality support across the Trust.

The role will also lead key people-focused initiatives that make HISP an employer of choice—supporting recruitment, development and retention—while fostering a culture where staff feel valued, supported and able to thrive. In doing so, the postholder will also provide expert leadership on complex HR and employee relations matters.

The Executive Director of People will:

Lead a forward-looking People Strategy that strengthens culture, inclusion and sustainable growth, enabling improved outcomes for all pupils in line with HISP's values.

- Develop a high-quality, responsive People function that supports colleagues and schools to perform at their best in service of children and communities.
- Provide trusted, evidence-informed advice to the CEO and Board, ensuring people decisions align with educational priorities and values.
- Represent the Trust and deputise for the CEO on People matters, championing a values-led approach to achieving excellent outcomes for pupils.

Specific Areas of Responsibility

Strategy and Delivery

- Lead a high-quality, values-led People service that strengthens a One Trust culture and improves outcomes for pupils.
- Ensure alignment with Trust priorities through strong stewardship, clear accountability and effective systems.
- Attract, develop and retain excellent staff, supporting schools and colleagues to thrive.
- Lead change and growth with integrity, collaboration and a focus on sustainability.
- Champion inclusion, equity and ensure practice reflects HISP's values.

People Partnership

- Provide expert, values-led advice and support to leaders, ensuring compliance, safeguarding and strong educational outcomes.
- Build trusted relationships and strengthen leadership capacity across the Trust.
- Use insight, reporting and feedback to continually improve the People service.

Operations

- Deliver an efficient, consistent and high-quality People service and operating model.
- Ensure clear, compliant policies and effective systems that support schools and units.
- Oversee complex people matters with professionalism and care.
- Support workforce planning, budgeting and positive union relationships.

Leadership and Development

- Lead and develop the One Trust People team to deliver high-quality support.
- Promote continuous development, accountability and a culture rooted in HISP's values.

Wider Support for the Trust

At an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:

- Support the aims, values, mission, and ethos of the Trust and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare.
- Be aware of health and safety issues and act in accordance with the Trust's Health and Safety policy.
- Support the finance department by undertaking other tasks when required
- To contribute to the overall ethos/work/aims of the Trust.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.