



Chief People Officer

February 2025



Together we are ...

**COURAGEOUS**

**INNOVATIVE**

**EXCELLENT**



**Fay MacRitchie**

CEO

## Welcome!

Thank you so much for your interest in becoming our Chief People Officer.

I hope the information contained within this pack gives you a flavour of this role and the culture of the Trust.

Please do get in contact with any questions you may have.

These last few months have been an exciting time for growth. It is certainly a great time to be a part of our Trust team, as we pool our collaborative energy and expertise to maximise positive impacts and transform outcomes for our children, families and communities.

# ABOUT US

Authentic Education oversees the education of more than 6100 students at thirteen primary, secondary and special academies in Bournemouth, Poole and Dorset, many of which serve vulnerable communities.

Ours is a fully inclusive Trust, committed to transforming schools and to improving outcomes for our disadvantaged students. We want to see them live our values of courage, innovation and excellence in their daily lives, embracing the opportunities to discover more about themselves and to explore the possibilities our world holds for them.

We employ more than 1000 members of staff and are passionate about providing them with a wide range of opportunities for development across our Trust. We offer comprehensive programmes of CPD alongside cutting edge digital systems in academies, People, and Finance.

We are determined to create a world class culture and attract and retain the very best talent. We believe in fostering a collaborative and supportive culture where everyone can thrive and contribute to our shared success.



# OUR ACADEMIES

Authentic Education operates two all-through special schools supporting pupils with SEMH and ASC, with campuses focusing on 5-11 or 11-16 age ranges. In partnership with the Local Authority we have built capacity for SEND places and have created an innovative internship programme for post-16 pupils.

Our academies ensure that tailored curricula meet the needs of pupils, and our safeguarding and high quality pastoral support allow them to thrive. We are proud to support students who experience challenge across several spheres of their lives, and to offer an educational environment that allows them to grow emotionally and academically.

In the primary phase, we oversee six schools: one junior and five primary academies.

Our school improvement model starts with the development of strong leadership and quality teaching along with improving provision for SEND.

We pride ourselves on having created environments where children are happy, safe and able to learn effectively. Children enjoy a wide range of experiences as part of the taught curriculum and excellent extra curricular opportunities which include residential trips in partnership with Farms for City Children and other providers.



Our academies are vibrant, successful schools where feedback from staff, pupils and parents is very positive.

With five schools in the secondary sector, we pride ourselves on offering a broad curriculum with a range of specialist and vocational options to meet the interests and talents of our students.

Four of our secondary schools are situated in areas of significant deprivation with high levels of disadvantage and SEND. We are determined that all students at Authentic academies are supported to achieve their full potential and strive to improve outcomes at all stages.

Our learning environments are built on strong relationships between adults and students, and mutual trust and respect. All academies within our Trust prioritise wellbeing and employ a range of strategies to ensure students and colleagues are well supported to achieve their best work.

As we seek to improve outcomes at all levels we continually analyse learning to ensure we are utilising the most effective global best practice. We embrace change and innovation to make positive impact.

Thank you so much for your interest in this role.

If you would like to book an informal conversation, please arrange through Tanya Hall - [Tanya.Hall@weareauthentic.education](mailto:Tanya.Hall@weareauthentic.education)



# JOB DESCRIPTION

**POST:** Chief People Officer

**SALARY:** £81,000 - £96,000

**LOCATION:** Authentic Education Head Office; with frequent travel amongst Trust schools a requirement of this role

**HOURS OF WORK:** Full time, full year

**CONTRACT:** Permanent

**REPORTS TO:** Chief Executive Officer

## **PURPOSE:**

This is an exciting and paramount role, with the core purpose of shaping and leading our people strategy, alongside building and developing our People team and resource. The role reports to the CEO and involves bringing a strategic vision for People within an educational and business context, with a strong focus on diversity, equity, and inclusion (DEI). You will champion and drive creation of an environment where all team members feel valued, empowered, and supported: ultimately enhancing our overall effectiveness and fostering a positive workplace culture.

## **MAIN DUTIES & RESPONSIBILITIES:**

In seeking to realise this vision, the postholder would be expected to carry out the following duties. The list below is indicative; with likely other, similar duties to carry out.

### **Strategic Leadership**

- Develop and execute a comprehensive people strategy that aligns with our mission, values, and strategic goals. Lead organisational change initiatives that enhance our culture and operational effectiveness

### **Culture and Engagement**

- Foster an inclusive, equitable, and positive work environment that encourages collaboration, innovation, and continuous learning. Champion initiatives that promote diversity, equity, and inclusion across all levels of the organisation.

### **Talent Management**

- Oversee talent acquisition, development, and retention strategies to attract, develop, and retain high-calibre professionals. Implement appraisal and performance management systems that align with our strategic objectives, educational KPIs and values.

### **Professional Development**

- Design and deliver professional development programmes that support the growth and effectiveness of our line managers and teams. Ensure that these programmes are responsive to the needs of our diverse workforce and contribute to the achievement of our strategic objectives.

## Employee Relations

- Serve as a trusted advisor to the CEO and executive team regarding all people matters. Resolve complex employee relations issues with a balanced and thoughtful approach, ensuring legal compliance and the promotion of a positive work environment.

## Operational Excellence

- Oversee the People operational functions, including payroll, benefits administration, HRIS systems, and compliance with workforce legislation and educational regulations. Ensure that the People structure, policies and practices are efficient, effective, and scalable to support the growth of the organisation.

## GENERAL:

- To promote and support Authentic Education's values: *Together we are: courageous, innovative, excellent.* Encourage the team and students to follow this example
- To comply with, promote and act in accordance with all Trust and Academy policies
- To be responsible for complying with data protection legislation and expectations for confidentiality
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately
- To maintain consistent working relationship with colleagues, supporting them in line with the role and responsibilities
- To keep colleagues informed about aspects of your work and schedule that may affect the support you can give them
- Maximise your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

## ADDITIONAL INFORMATION

We may vary the specific responsibilities of this post to reflect and meet the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description. The post holder will be expected to comply with any reasonable request to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Authentic Education Group is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.**

**This post is exempt from the Rehabilitation of Offenders Act 1974.**





# LIVING ON THE SOUTH COAST



The South Coast boasts the title of being the sunniest place in the UK, offering over 400 miles of stunning coastline to explore. Dorset's coastal towns are vibrant and surrounded by areas of outstanding natural beauty.

Bournemouth stands out with its seven miles of award-winning beaches, diverse shops, and restaurants. The town is a hub for arts, music, and literature, making it a culturally rich place to live and work.

Poole, with its rich history and charming cobbled streets, leads to the impressive Poole Quay. The town is home to high-quality restaurants, traditional pubs, and Europe's largest natural harbour, attracting bird watchers and conservationists.

Weymouth, nestled on the Jurassic shoreline, features a picturesque seafront and a bustling fishing harbor. The town offers a range of water sports and coastal activities, thanks to its Olympic legacy from hosting the sailing events in 2012.

With a thriving economy, excellent schools, universities, and a variety of entertainment options, the South Coast is an ideal place for families to settle down and enjoy a high quality of life.





# How to apply...

Thank you for your interest in Authentic Education.

To arrange an informal, confidential discussion regarding this role, please contact Tanya Hall

[Tanya.Hall@weareauthentic.education](mailto:Tanya.Hall@weareauthentic.education)

Closing date for applications: Wednesday 5th March 2025 at 9am

Interview date: Monday 10th March 2025

Early applications are invited and the Trust reserves the right to close the application window early.

We look forward to receiving your application.

Discover more at [www.weareauthentic.education](http://www.weareauthentic.education)