HEAD OF PEOPLE & CULTURE

CANDIDATE PACK

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE

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WELCOME

Bosco Catholic Education Trust is seeking an exceptional and mission-driven leader to become our new Head of People & Culture.

This is a unique opportunity to shape and lead the people and culture of a Catholic family of schools committed to providing outstanding education rooted in faith, excellence and service. Our staff are our greatest asset. Through their dedication, expertise and witness, they help young people grow academically, spiritually and personally.

Reporting directly to the CEO and working closely with Headteachers, governors and the wider executive team, you will play a central role in ensuring that Bosco Catholic Education Trust is a place where colleagues flourish, talents are nurtured and leadership is developed for the future.

We are looking for a leader who understands that people are at the heart of our mission and who is committed to promoting a culture founded on dignity, respect, professional excellence and Gospel values.

You will certainly need great interpersonal skills for this role, have a positive mindset and a 'can do' attitude! We are blessed with a great central team and Trust Board. It is an exciting time for the Trust as we continue to grow and develop our central HR function. We'd love to have you onboard for the next chapter!

For us, finding the right person isn't just about their experience and qualifications. We are looking for someone who really buys into our ethos and is a great people-person with high levels of emotional intelligence.

The schools in Bosco CET are all vibrant, diverse and welcoming communities. They share a common ethos and expectation; setting high standards and never settling for second-best. Your role as Head of People Strategy is crucial in helping these schools and the Trust to realise their potential.

We believe it is imperative to invest in our staff and cherish their work. This would apply to you too. So, if you think this challenging but rewarding position is the job for you, please do get in touch. We'd love to hear from you.

David Carter
CEO, Bosco CET

WHO WE ARE

A DIOCESAN TRUST FOR CATHOLIC SCHOOLS ACROSS SUSSEX

Working across three local authorities, the Bosco Catholic Education Trust was formed in April 2017 to serve all 34 schools across West Sussex, East Sussex and Brighton & Hove.

There are currently 18 schools (3 Secondary and 15 Primary) within the Trust, all judged as Good or Outstanding. There are a further 4 schools in the process of joining in the next 12 months. This is an exciting time to be at the heart of the Trust and the impact of the work you undertake will be profound.

The Trust exists to serve the schools – not the other way around. We feel fortunate to work with such a great group of Headteachers who, without exception, are very positive about collaboration and working within the Trust family of schools. We also have a strong Board of Trustees and enjoy a very good relationship with the Diocese.

Staff are our greatest asset and so our people strategy is fundamental to the future success of the Trust, ensuring our staff are well supported, known and loved.

If you already work in a Catholic school, then you will know they are very special places to be. Our faith is central to all we do. If you have never worked in a Catholic school or educational environment please don't be put off – you'll be given a great welcome and find yourself in an environment which is exceptionally fulfilling.

To find out more about our Trust and each school community, please go to our website: https://www.boscocet.org.uk

DON BOSCO

"It is not enough to love the young, they must know they are loved." St John Bosco, 1815-1888

St John Bosco founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them.

Don Bosco spoke about the need for children to be *'known and loved'*. The diocesan schools of Sussex chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 34 schools: 28 primary and 6 secondary.

As Head of People & Culture, you'll play a key role in our future success, knowing that first and foremost as leaders we are here to serve, not to be served. We are here to enable others and facilitate their success; doing whatever it takes to ensure that children get the very best possible deal from their education in any one of our Catholic schools.

OUR VALUES

THESE ARE OUR NON-NEGOTIABLES

Everyone who works within the Bosco Catholic Education signs up to these values; they are central to all we do and say. Our Trust is a Christ-centred family of Catholic schools, working together as one body to provide an outstanding education for all.

FAITH

Everything we do is rooted in Faith and lived out through Gospel values

HOPE

We are optimistic about the future and see the God-given potential in every individual. We never give up.

LOVE

We treat every person with loving kindness and always seek reconciliation when things go wrong.

SERVICE

We accept the mantle of leadership and recognise that our mission is to serve one another with humility.

INTEGRITY

We work hard for the greater good, strive for justice and always try to do the right thing.

EXCELLENCE

We are committed to challenging ourselves to offer first-class provision in all that we do.

CENTRAL TEAM STRUCTURE

CHIEF EXECUTIVE OFFICER

ETHOS

- Director of Mission

FINANCE

- Chief Finance & Operations Officer
- Finance Partners
- Finance Assistants

OPERATIONS

- PA to Executive Team
- Head of Estates
- Head of Health & Safety
- Head of IT
- Head of People & Culture

EDUCATION

- Director of Inclusion & Safeguarding
- Director of Secondary
- Local Directors of Primary Education
- Director of Maths
- Director of English
- ITT & ECT Hub Lead

MATHS HUB

- Maths Hub Leadership
- Maths Hub Team

JOB DESCRIPTION

POST TITLE: HEAD OF PEOPLE & CULTURE

Salary: £75,000 - £85,000
Contract: Full or Part-Time – minimum 3 days a week. (flexible working possible)
Location: Burgess Hill and Trust-wide

OVERALL PURPOSE OF THE POST

- As Head of People & Culture, you will provide strategic leadership across the Trust's people agenda, ensuring our policies, practices and culture support both educational excellence and our Catholic mission.
- You will lead initiatives that attract, develop and retain outstanding staff whilst promoting wellbeing, inclusion, leadership development and organisational effectiveness.
- You will provide the Trust Board, Executive Officers, Headteachers and Business Managers advice, guidance and, where appropriate, training.

JOB DESCRIPTION

CORPORATE ACCOUNTABILITIES

- Uphold a commitment to the Trust's Vision and Values, recognising and supporting the Catholic Ethos of our school communities.
- Maintain an awareness of, and commitment to, the Trust's Equality & Diversity policy and observe the standard of conduct which prevents discrimination from taking place.
- Commits to the safeguarding and promotion of the welfare of children, young people and adults.
- Fully complies with the Health & Safety at Work Act 1974, the Trust's Health & Safety Policy and all locally agreed safe methods of work.
- Participates in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with your line manager.
- Play a full part in the life of the Trust community, to encourage staff and learners across the Trust to follow this example.
- To perform any appropriate and reasonable duties within the context of the job, skills and grade at any site within the Trust as is asked of you by the CEO or CFOO.

JOB DESCRIPTION

MAIN DUTIES

Key responsibilities will include:

- Developing and delivering a Trust-wide People Strategy aligned to our Catholic mission and strategic objectives
- Supporting the CEO, executive leaders and Headteachers on strategic workforce matters
- Promoting a culture of dignity, service, collaboration and continuous improvement across all schools
- Leading workforce planning, talent management and succession planning
- Developing leadership pathways for current and future leaders
- Championing staff wellbeing and professional growth
- Ensuring HR policies and practices reflect both statutory requirements and the values of Catholic education
- Leading organisational development and change initiatives across the Trust
- Building positive employee relations based on trust, fairness and mutual respect
- Ensuring compliance with employment legislation, safeguarding requirements and trust policies

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TERMS OF EMPLOYMENT

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of relevant qualifications and successful completion of a 6-month probation period.

PERSON SPECIFICATION

Head of People Strategy	Essential	Desirable
General Qualifications & Training		
Significant experience in a senior HR, People or Organisational Development leadership role.	•	
Chartered MCIPD status (or equivalent professional qualification).		•
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities.	•	
Experience		
A strong track record of developing and implementing people strategies, ideally across multiple sites.	•	
Excellent knowledge of employment law and best practice.	•	
Experience of working in a multi-academy trust environment, with an understanding of all aspects of people strategy.		•
Experience of leading organisational change and workforce development.	•	
Skills, Knowledge & Aptitudes		
Knowledge of Catholic education and governance structures.		•
Excellent knowledge of IT systems and proficient in the use of Microsoft applications such as Word, Excel and Outlook.	•	
The ability to influence and inspire leaders at all levels.	•	
Understanding of Catholic Social Teaching and its application within organisational leadership.		•
Excellent organisational and time management skills.	•	
A genuine commitment to staff wellbeing and developing people.	•	
Able to remain calm under pressure and provide solutions, working outside of hours in the event of unforeseen HR issues.	•	
Suitability to work with children.	•	
Commitment to the promotion of positive values, attitudes and behaviour, upholding the Catholic ethos of the Trust.	•	

PERSON SPECIFICATION

Head of People Strategy	Essential	Desirable
Personal Attributes		
Confident operating at Board level	•	
Highly effective in multi-tasking and personal organisation	•	
An analytical mind with strategic ability	•	
Outstanding communication and interpersonal skills	•	
Excellent leadership and management skills	•	
A team player	•	
Discrete when dealing with sensitive and / or confidential matters	•	
Other Requirements		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	•	
Full driving licence and own transport, with willingness to attend different Bosco CET school sites	•	
Bosco CET is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals. Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). In line with KCSIE, social media checks will be undertaken. Satisfactory occupational health surveillance.	•	

INSPIRED BY FAITH. DRIVEN BY EXCELLENCE. COMMITTED TO PEOPLE

Join us in building a thriving workforce that enables every school, every colleague and every child to flourish in faith and learning.

Please complete the online CES application form with a supporting letter (maximum 2 sides of A4) addressing the following points to Jess Domondon at jdomondon@boscocet.org.uk

- Why you would like to be our Head of People & Culture
- How your skills, experience and prior impact make you a good candidate.
- What you would bring to our Trust and how we can support your professional development.

Closing date: 9am. Monday 26th October
Shortlisting: Thursday 29th October
Interviews: Thursday 5th November

For an informal conversation about the role, please contact Dave Carter, CEO on dcarter@boscocet.org.uk or 01444 221770.