



PEOPLE PARTNER JOB DESCRIPTION

Job Title: People Partner

Responsible to: Director of People

About Sedbergh Schools Group:

The Group brings together Sedbergh School, Casterton Sedbergh Prep School, Terrington Hall Prep School, Ardvreck School, and the Mulberry Bush Nursery. As the Group continues to grow and develop, our people are central to delivering our ambition. We are therefore seeking an outstanding People Partner to provide expert, proactive support to our schools and Group functions.

Main Purpose:

The People Partner will be a trusted and highly visible partner to Heads, senior leaders and managers across the Sedbergh Schools Group. The postholder will provide pragmatic and timely advice across the full employee lifecycle, helping people leaders to make confident, fair and legally sound people decisions.

This is a broad generalist role with a strong business-partnering focus. The successful candidate will support people leaders in sustaining high-performing, inclusive and engaged teams, while ensuring that the Group's people practices remain consistent, professional, and compliant. The role will be particularly important as the Group develops its shared people infrastructure and ways of working, balancing the benefits of Group-wide consistency with the individual character and culture of each school.

Roles and Responsibilities:

People Partnership

- Act as a trusted People adviser and partner to designated Heads, senior leaders and managers.
- Develop strong, credible and effective relationships with school and Group leadership teams.
- Understand the strategic priorities, culture and operational challenges of each school and provide people solutions that support their objectives.
- Provide insightful people advice, challenge and support to managers, helping them make effective and well-informed decisions.
- Use workforce data, insight and professional judgement to identify people risks, trends and opportunities.
- Contribute to the continued development of a consistent, high-quality People service across the Group.

Employee Relations

- Provide expert advice and guidance on employee relations matters, including disciplinary, grievance, capability, absence, performance, conduct and attendance issues.
- Coach managers through difficult conversations and formal processes.

Organisational Change and Workforce Planning

- Support schools and Group functions through organisational change, restructuring and workforce planning.
- Provide advice on changes to terms and conditions and other organisational change processes.
- Help people leaders understand current and future workforce requirements.
- Support succession planning, talent management and organisational development initiatives.

Recruitment, Onboarding and Retention

- Partner with people leaders to identify workforce requirements and develop effective recruitment strategies.
- Support managers throughout the recruitment and selection process, ensuring high standards of fairness, consistency and safer recruitment.
- Support effective onboarding and induction.
- Identify opportunities to improve recruitment, retention and employee experience.

Performance, Talent and Development

- Working with the Director of People to support leaders in creating a culture of high performance, accountability and continuous development.
- Advise managers on performance management and effective objective setting.
- Support the development and implementation of appraisal and performance processes.
- Identify development needs and work with colleagues to support appropriate learning and development.
- Contribute to leadership development, talent reviews and succession planning across the Group.

Policy and Processes

- Support the development, review and implementation of policies and procedures.
- Ensure policies are practical, accessible and appropriate to the needs of schools and Group functions.
- Identify opportunities to simplify, standardise and improve people processes.
- Keep abreast of changes in employment legislation, case law and relevant education-sector guidance.
- Ensure appropriate records and documentation are maintained.

Safeguarding and Safer Recruitment

- Champion the importance of safeguarding and safer recruitment across all aspects of the employee lifecycle.
- Ensure recruitment and employment practices reflect current statutory requirements and the Group's safeguarding policies.
- Work closely with colleagues responsible for safeguarding, recruitment and compliance.

- Maintain a strong understanding of the particular people and safeguarding responsibilities associated with working in schools and boarding environments.

Employee Engagement, Wellbeing and Culture

- Support initiatives that strengthen employee engagement, wellbeing, inclusion and retention.
- Promote a positive workplace culture through training, education and policy development.
- Contribute to Group-wide employee engagement initiatives and communications.
- Help ensure that colleagues feel listened to, valued and able to contribute to the continued development of the Group.

People Data and Reporting

- Use People data and management information to provide insight and support decision-making.
- Monitor key measures including turnover, absence, recruitment, retention and employee relations.

Group Development and Continuous Improvement:

- Contribute to the development of a proactive and professional people function.
- Support the development of shared Group people services.
- Share best practice between schools and encourage collaboration across the Group.
- Lead or contribute to people projects and initiatives.
- Look for opportunities to improve systems, processes, employee experience and management capability.
- Support the Group's continued growth, including the integration of future schools and organisations where required.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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