



Pope Francis
Catholic Multi Academy Trust



People Partner

"Unity happens when we walk together"

Pope Francis

Welcome to Pope Francis Catholic Multi Academy Trust

Thank you for your interest in our Trust. We currently have four secondary schools (including an associate member) and four primary schools with a number of schools set to join the Trust this year.

We are at an exciting turning point in our development journey. The recent White Paper has provided clarity to schools across the country and reinforced the centrality of Trusts within our educational landscape. At the same time, the imminent launch of the Archdiocese of Liverpool's Academisation Strategy means that we will be growing significantly. This provides a real opportunity for our Trust to build its capacity and help our schools provide the best possible Catholic education for every child in every school.

Our Trust is committed to supporting schools to provide the best possible Catholic education which:

- Enables pupils to grow in their love of God and their neighbour in an environment rich in worship
- Recognises the uniqueness of each child by being highly inclusive
- Focuses on every child becoming a reader and confident with numbers
- Secures high attendance to enable all to flourish and secure high outcomes
- Has a well-qualified and motivated team of adults in which the unique contribution of each is recognised and that staff are developed professionally and empowered
- Is outward facing and a place where the joy of the Gospel is lived out
- Enables children to learn in safe, clean, warm and well-maintained buildings with modern ICT facilities
- Is in a financially robust position that is monitored carefully, thus ensuring limited resources have the highest impact for all

We have a distinct approach in trying to work towards this goal. We understand that each school is unique and has its own distinctive community to serve with its own priorities. At the same time, we are a Trust and being part of a Trust family will help bring about school improvement in so many different ways but especially by collaboration. Our model is not a transactional one or one of entitlement but one of accompaniment, support and challenge within a family of schools.

Warm regards

Andrew Dawson
CEO



Our community

We are a family of Catholic schools, established by the Archbishop of Liverpool to serve children, families and communities through the mission of the Church. We currently have four secondary schools (including an associate member) and four primary schools with a number of schools set to join the Trust this year.

We are proud to serve:



8
Schools



3792
Children



528
Colleagues



Our mission and values

“Unity happens when we walk together.”

Pope Francis

Inspired by the Gospel and the teachings of Pope Francis, we are united in our mission to provide the very best Catholic education that encourages every person to strive, achieve and flourish, mindful of the needs of others, with no one left behind.

Our values, inspired by Pope Francis’ ministry and responding to the needs of those who we serve in our schools, are our way of working, learning, serving, and being. They inform our decisions, and guide us in our actions. They are our starting point for our future and our reflections on our past.



Joy

We believe that Christian joy flows from knowing we are loved by God.

Joy shapes our schools and our Trust as places of hope, excellence, celebration and encouragement, where learning is meaningful and pupils find joy in doing their best and achieving.



Mercy

We place compassion at the heart of our communities.

Guided by mercy, we respond with forgiveness, restoration and understanding, always believing in the God-given potential for growth and change in all people.



Service

We are called to serve others with humility and generosity. Through servant leadership, we put the needs of children, families and communities first, forming young people who use their gifts for the good of others.



Dignity

Every person is made in the image and likeness of God and has inherent worth and unique gifts. We honour dignity by welcoming all, listening deeply, and ensuring that everyone knows they are valued, included, and supported to flourish.



Solidarity

We are many parts, one body. We work together for the common good, standing alongside one another - especially the vulnerable - acting with unity, responsibility and shared purpose to achieve our goals.



Stronger schools and better outcomes

By joining Pope Francis in this role, you will help to drive and lead a Trust that is already starting to have impact - but we are excited by the fact that we can achieve more.

In the last 12 months we have started to see real progress and momentum:

Primary School Improvement

Building on momentum and strengthening consistency

Our primary improvement strategy continues to gather pace, with collaborative networks, evidence informed practice, and strong cross school support driving outcomes. This year's priorities focus on embedding excellence in core curriculum areas and deepening our collaborative infrastructure.

What we are doing to enhance primary outcomes:

- Building on Trust wide gains in maths through daily retrieval practice and shared pedagogy.
- Rolling out targeted Reading intervention training across all schools.
- Developing schools as future host hubs to share specialist expertise (e.g., early years, reading).
- Establishing an Early Years Hub to support high quality early development.

"Thanks to our partnership with the Trust, we are starting to see real and tangible impacts across outcomes at all levels of our school. Our high aspirations are becoming a reality."

Secondary School Improvement

A clearer, more codified model of challenge and support

Our aim is to ensure every secondary school benefits from informed, structured and accountable support, enabling leaders to drive improvements with clarity and confidence.

What we are doing to enhance secondary improvement:

- Weekly visits to each school with a clear, priority driven agenda.
- Half termly accountability meetings with the CEO.
- Termly academy review meetings following a structured Standards Improvement (SI) model.
- A robust QA process that reflects the evolving Ofsted framework.
- A strengthened appraisal process that combines celebration, challenge, and tailored development targets.
- Strong SEND leadership and support
- Introduction of a Head of Secondary School Improvement, a Head of Teaching and Learning and Foundational Literacy and a Head of Mathematics and Foundational Numeracy to support learning and outcomes

Driving outcomes through teaching & learning

Creating a shared model of excellence

We continue to embed a shared Trust approach to teaching and learning - one that is high challenge, evidence informed and rooted in strong subject expertise.

What we are doing to raise outcomes

- Collective work on maths, science, English and RE curriculum development.
- A strengthened RAG culture where progress, prediction accuracy and next steps are regularly reviewed.
- Establishing professional learning communities in all core subject areas.
- Consistent Teaching & Learning frameworks implemented and adapted appropriately by each school.
- Developing coaching programmes and layered CPD (whole school, departmental and individual).



Inspiring enrichment opportunities

We are committed to offering a wide, exciting mix of co-curricular and enrichment experiences for all children in our schools.

During the past academic year, students of all ages have enjoyed activities such as inspiring author visits, theatrical performances and international adventures. A vibrant range of clubs and events have also been on offer - deepening learning and encouraging new interests.

We also host a range of cross-Trust curricular and enrichment events which bring together our schools, creating opportunities for us all to learn and celebrate together.



Prayer with Fr. Lius Orlando, a Jesuit Priest from Mexico



Silver DofE



Y10 Exploring Sacred Objects in Churches



Spanish Trip



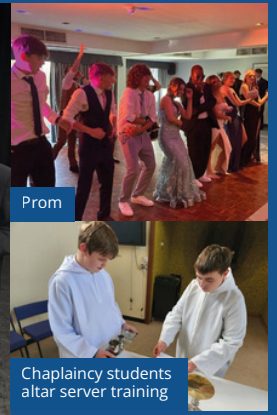
EYFS VE Day



Writing messages of friendship to SEST



Archdiocesan Public Speaking Competition



Prom



Chaplaincy students altar server training



Hamilton trip



Archdiocesan Public Speaking Competition



Bringing home Gold in Sefton Schools Athletics Event



Y7-8 Girls Football win League



Y10 Cooking with Jamie Oliver breaking Guinness World Record



Science Club exploring Chromatography



Y7 Summer camp

About the role

Job Title: People Partner

Pay Scale: SCP 36–41 (£47,181–£52,413 per annum)

Location: Central Office and Trust Schools

Contract: Full Time, Permanent (36 hours per week)

Report to: Head of People

We are a Catholic academy trust who prides itself on investing in our young people. If you are passionate about education and transforming children's lives this role is for you!

An exciting opportunity to join our growing People Team (HR) as a trusted partner to school leaders, helping to shape and develop people practices across the Trust. Working closely with the Head of People, you will provide expert HR support, build strong stakeholder relationships and help drive workforce performance, engagement and organisational effectiveness.

This is a varied and influential role, combining operational HR delivery with supporting change and transformation as our schools continue their academisation journey. Key responsibilities include employee relations, recruitment, workforce planning, HR reporting and supporting leaders to achieve positive people outcomes.

We are looking for a resilient, solutions-focused HR professional who thrives in a fast-paced environment, embraces change and is committed to our Trust's vision and values.



Job Description

Duties and Responsibilities

HR Business Partnering

- Build strong relationships with school leaders.
- Support wellbeing, engagement and organisational development.
- Analyse workforce data and recommend improvements.

People Plan

- Deliver on strategic projects to support the delivery of the developing Trust People Plan

Employee Relations and Casework

- Lead disciplinary, grievance, capability, sickness absence and restructuring cases.
- Identify trends relating to sickness absence and implement proactive initiatives to reduce sickness absence.
- Provide best practice and legally compliant HR advice to leaders and managers.
- Prepare reports, letters, investigations and hearing documentation.
- Advise and guide managers to confidently undertake formal employee relations meetings and hearings.
- Support in the management of Employment Tribunals and associated litigation

Data Analysis and Reporting

- Provide planning and guidance to ensure continued and improved performance across a range of people specific metrics.
- Regularly report on performance against people specific metrics

Recruitment, Talent Acquisition and Workforce Planning

- Support schools with end-to-end recruitment processes.
- Coordinate recruitment campaigns and vacancy management.
- Develop talent pipelines and succession planning arrangements.
- Support workforce planning and organisational design reviews.
- Monitor recruitment performance and retention trends.

MyNewTerm Leadership and Development

- Lead the rollout of MyNewTerm recruitment system across all Trust schools.
- Provide training and user support.
- Maintain system configuration, permissions and templates.
- Develop standardised recruitment workflows.
- Liaise with MyNewTerm account managers.

Policy, Compliance and Training

- Develop and review HR policies.
- Ensure compliance with employment law, safeguarding and GDPR.
- Deliver training on HR related matters and safer recruitment.



Responsibilities for all staff:

All post holders will agree to:

- Commit to the mission of providing the very best Catholic education that encourages every person to strive, achieve and flourish, mindful of the needs of others, with no one left behind.
- Role model the values of Joy, Mercy, Service, Dignity and Solidarity in all activities and interactions.
- Uphold and protect the reputation of Pope Francis Catholic Multi Academy Trust both inside and outside of work, ensuring that actions and behaviours reflect the values and standards of the Trust at all times.
- Maintain their specific knowledge base and develop new skills.
- Actively contribute to continuous improvement, innovation and the sharing of best practice across the Trust.
- Observe statutory duties to safeguard and promote the welfare of children.
- Comply with all Trust policies and procedures relating to the secure and appropriate use of Microsoft 365, Trust systems, and digital resources; maintain awareness of and adhere to cyber security requirements; ensure the lawful, safe, and confidential handling of personal data in line with GDPR and data protection standards; and use artificial intelligence tools responsibly, ethically, and only in ways that are approved and aligned with Trust guidance.
- Actively participate in creating an inclusive culture where everyone feels equally valued, respected and empowered to contribute their unique perspectives.
- Operate within organisational codes of practice, comply with all health and safety legislation, organisational policies and operating procedures.



This job description provides an outline of general activities and is not exhaustive.

It will be reviewed as the Trust's needs change, in consultation with the post holder.

Safeguarding

PFCMAT is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to appropriate pre-employment checks including an enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Qualifications and Professional Development	• CIPD Level 5 qualification or equivalent experience • Evidence of continuing professional development	• Safer Recruitment qualification • CIPD Level 7 qualification
Experience	• Significant experience of managing complex employee relations casework • Experience advising senior leaders and managers on HR matters • Experience of disciplinary, grievance, capability and absence management processes • Experience of producing reports, letters and formal documentation	• Experience within the education sector • Experience within an academy trust or maintained school environment • Experience supporting organisational change and restructures • Experience of presenting training to leaders and managers
Skills and Abilities	• Excellent interpersonal and communication skills • Ability to build strong professional relationships with leaders and staff • Ability to manage sensitive situations professionally and confidentially • Strong organisational skills with the ability to prioritise competing demands • Ability to work independently and use sound professional judgement • High standard of written communication and report writing	• Ability to use HR data analytically to support improvement

Criteria	Essential	Desirable
Knowledge	• Strong knowledge of employment law and HR best practice • Understanding of safeguarding responsibilities in employment practice • Knowledge of GDPR and confidentiality requirements	• Knowledge of education HR policies and procedures • Understanding of Catholic education structures and governance
Skills	• Excellent interpersonal and communication skills • Ability to build strong professional relationships with leaders and staff. • Ability to manage sensitive situations professionally and confidentially. • Strong organisational skills with the ability to prioritise competing demands. • Ability to work independently and use sound professional judgement. • High standard of written communication and report writing	• Ability to use HR data analytically to support improvement
Personal and Professional Qualities	• Commitment to the mission, values and ethos of Catholic education • Professional, resilient and solution-focused • Integrity, discretion and emotional intelligence • Commitment to equality, inclusion and staff wellbeing • Flexible approach and willingness to travel across Trust schools	• Practising Catholicism

A photograph of two young boys in an art room. They are both wearing red plastic aprons over their school uniforms. The boy on the left is looking down at his work, while the boy on the right is using a paintbrush to apply orange paint to a white plate. In the background, there are shelves with various colorful artworks and art supplies.

Pope Francis Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

How to apply

Closing Date: Wednesday 12 August 9am 2026

Interviews: Wednesday 19 August 2026

For further information about the role, please contact Jennifer Crighton at jennifer.crighton@pfcmat.org

Please visit www.joinpfcmat.co.uk and download the relevant application forms.

Applications must be made on the CES Application Form and the supporting statement should be set against the criteria laid out in the Person Specification. It must not exceed 1300 words. No other information will be considered.





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