



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

WELLBEING AND PEOPLE EXPERIENCE LEAD

JOB DESCRIPTION

JOB PURPOSE

1. Set direction, governance and assurance for the Trust's wellbeing approach, aligned to people strategy and organisational priorities.
2. Embed the Trust's wellbeing strategy and framework into practice through professional leadership, advice and targeted support to schools and leaders.
3. Build wellbeing capability across the Trust through networks, training, coaching and specialist support.
4. Use workforce data and insight to identify risks, understand staff experience and drive targeted action to improve wellbeing, inclusion and retention.
5. Support reward, recognition and benefits activity to reinforce wellbeing priorities and strengthen the overall staff experience.
6. Measure impact, providing insight and ensuring continuous improvement and assurance of the Trust's wellbeing and engagement activity.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Strategic Leadership

- 1.1 Support the Head of People and Wellbeing to develop and implement the overall People Strategy with a particular focus on retention and wellbeing.
- 1.2 Contribute to the development of the HR / People Plan, taking responsibility for the development and implementation of areas within the agreed remit of the role.
- 1.3 Stay informed of emerging trends and best practices in wellbeing, engagement, using evidence and feedback to continuously refine strategies and strengthen organisational culture.
- 1.4 Maintain and develop the Trust's wellbeing policy and framework, monitoring consistent application across the Trust through reviews or audits and recommending improvements where required.
- 1.5 Identify funding opportunities to sustain and expand wellbeing initiatives.
- 1.6 Monitor progress against strategic objectives and provide regular updates to the Head of People and Wellbeing.

2 Wellbeing Practice and Advisory Support

- 2.1 Work with school leaders to embed the Trust's wellbeing policy and framework into day-to-day practice.
- 2.2 Develop and lead Trust-wide wellbeing initiatives aligned to strategic priorities.
- 2.3 Coordinate and maintain the Trust's wellbeing infrastructure, including the Wellbeing Hub, Wellbeing Calendar and associated webinars.

- 2.4 Provide expert advice and trusted professional guidance to school leaders on effective wellbeing and engagement practice.
- 2.5 Work alongside the HR Business Partnering team to identify and respond to school-specific wellbeing and engagement needs.
- 2.6 Work with external wellbeing partners and providers to support delivery of the Trust's wellbeing strategy and priority initiatives.

3 Networks, Training and Capability Building

- 3.1 Provide leadership for the Trust's Wellbeing Champion Network, coordinating support and capability-building and using insight from champions to inform wellbeing priorities and risk management.
- 3.2 Lead the development and delivery of wellbeing training and interventions, including supporting CPD materials, templates and guidance.
- 3.3 Provide coaching and support to Trust leaders to embed wellbeing-informed approaches that support positive staff experience and sustainable change.
- 3.4 Act as a trained staff Mental Health First Aider.

4 Workforce Insight and Intelligence

- 4.1 Analyse equality and inclusion data to produce statutory reports, including the Gender Pay Gap report, and develop action plans to address inequalities and improve inclusion.
- 4.2 Use sickness absence and turnover data to identify risks and lead targeted actions to improve attendance and staff retention.
- 4.3 Manage the Trust's Occupational Health contract and use OH data to identify workforce risks and wellbeing priorities.
- 4.4 Lead staff surveys, including biannual and pulse surveys, from design through to analysis, action planning and reporting.
- 4.5 Lead the Trust's exit survey process and analyse feedback to identify trends in turnover, culture, leadership, workload, wellbeing and other drivers.
- 4.6 Work with HR Business Partners and school leaders to agree and monitor actions arising from workforce insight data.

5 Reward, Recognition and Positive People Experience

- 5.1 Support the ongoing development of the Trust's reward and recognition approach, ensuring it aligns with staff wellbeing priorities and contributes to a positive people experience.
- 5.2 Promote simple, meaningful recognition practices that celebrate contribution and reinforce a supportive wellbeing culture.
- 5.3 Support the promotion and effective uptake of staff benefits that enhance wellbeing, ensuring colleagues understand what is available and how to access support.
- 5.4 Use staff insight and feedback to identify opportunities to strengthen benefit awareness, engagement and overall impact.

6 Evaluation, Reporting and Assurance

- 6.1 Work with Head of People and Wellbeing to develop and maintain a framework for evaluating the impact of wellbeing and engagement activities.
- 6.2 Produce regular reports the Head of People and Wellbeing and senior leaders, highlighting trends, risks and recommended actions.
- 6.3 Support the development of key performance indicators for wellbeing and engagement.
- 6.4 Ensure that all evaluation activities support continuous improvement and are aligned to strategic goals.

7 Other Responsibilities

- 7.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.3 Contribute to the wider life of the Trust and the Star community.
- 7.4 Carry out any such duties as may be reasonably required by the Trust.

8 Records Management

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

9 Special Conditions

- 9.1 The post is based in the Central Office of Star Academies. The postholder may be, at times, required to work at any of the partner schools which are located in School Partnership hubs in London, the West Midlands, Greater Manchester, West Yorkshire and Lancashire or any other reasonable location where the Trust is undertaking its business.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Educated to degree level.	E	✓	
2.	CIPD Level 5 or willingness to work towards.	E	✓	
3.	Relevant qualifications in wellbeing, organisational psychology or related field.	D	✓	
EXPERIENCE AND IMPACT				
4.	Experience of leading or contributing to organisation-wide wellbeing, engagement or people initiatives.	E	✓	✓
5.	Experience of using workforce data insights (e.g. absence, turnover, survey and equality data) to identify risks and inform targeted actions.	E	✓	✓
6.	Experience of producing reports for senior leaders or governance purposes.	E	✓	✓
7.	Experience of coordinating wellbeing and people experience initiatives.	E	✓	✓
8.	Experience of supporting or contributing to reward, recognition and staff benefits initiatives.	E	✓	✓
9.	Experience of supporting leaders to deliver cultural or organisational change.	E	✓	✓
10.	Experience of working across multiple sites.	E	✓	✓
11.	Experience of working collaboratively and building trust with a range of stakeholders.	E	✓	✓
12.	Experience of delivering presentations, workshops and training.	E	✓	✓
13.	Experience of working with and managing external wellbeing providers and partners.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Strong analytical skills with ability to interpret data.	E	✓	✓
15.	Strong knowledge of wellbeing frameworks and engagement best practice.	E	✓	✓
16.	Ability to influence, advise and challenge senior leaders with credibility and professionalism.	E	✓	✓
17.	Ability to design, evaluate and measure the impact of wellbeing or engagement interventions.	E	✓	✓
18.	Excellent written and verbal communication skills.	E	✓	✓
19.	Good planning and project management skills.	E	✓	✓
20.	Strong level of emotional intelligence and interpersonal skills.	E	✓	✓
21.	Ability to work as part of a team.	E	✓	✓
22.	Strong digital literacy particularly in survey tools, workforce data and reporting.	E	✓	✓
23.	Knowledge of education sector workforce issues.	D	✓	✓
24.	Understanding of the workings of a Multi Academy Trust.	D	✓	✓
PERSONAL QUALITIES				
25.	Positive, proactive and resilient approach.	E	✓	✓
26.	Professional credibility and judgement to operate confidently in a complex, multi-site organisation.	E	✓	✓
27.	Commitment to personal and professional growth and striving for excellence.	E	✓	✓
28.	Commitment to motivate and inspire others through positivity and integrity.	E	✓	✓
29.	Emotional resilience and adaptability in a fast-paced environment.	E	✓	✓
30.	A passionate belief in the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’.	E	✓	✓
31.	A strong commitment to the Trust value of ‘Service’.	E	✓	✓
32.	A strong commitment to the Trust value of ‘Teamwork’.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
33.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
34.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
35.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
36.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓