



THE Leys
CAMBRIDGE

HR ORGANISATIONAL
CHANGE ADVISOR
candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



C. Ives

Clare Ives
Head

HR Organisational Change Advisor



We are looking for an experienced HR Organisational Change Adviser to support the delivery of people-related aspects of the foundation's transition to an all-through school.

You will bring experience of organisational change, strong HR judgement and a confident, collaborative approach. Comfortable working independently and taking ownership, you will help turn plans into action, support managers through change and ensure staff engagement remains at the heart of the transition.

The ideal candidate will have a good working knowledge of UK employment law and its application to organisational change, alongside the ability to translate organisational decisions into clear, practical HR actions. You will also be an effective communicator, able to build positive relationships and work confidently with stakeholders at all levels.

This is a 12-month fixed-term contract, with the possibility of extension for a further year.

The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils. The Leys School is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.



Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.



Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.





Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at A Level and close to best at GCSE. At A Level 62.2% of results were graded A or A*, and 87% A*-B, and at GCSE almost 50% of results were grade 9 or 8. The school uses value added as an important measure of success and we are delighted that all our 2024 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.



Role Profile

Reporting to the HR Director, the HR Organisational Change Adviser will support the delivery of the people-related aspects of the Foundation's transition to an all-through school.

The postholder will undertake the day-to-day HR work associated with organisational change, including the implementation Of agreed workforce and organisational changes, consultation, policy and process harmonisation, staff communications and organisational development activities. Drawing on their experience of organisational change, they will identify relevant HR and workforce considerations, provide advice where required, and take responsibility for progressing the practical work arising from agreed decisions.

Working closely with leaders across The Leys and St Faith's, the postholder will be expected to manage their work independently, anticipate requirements and progress activities through to completion, while ensuring appropriate consultation, clear communication and a continued focus on staff engagement throughout the transition.

Main duties and responsibilities

Organisational Change

- Support the delivery of organisational change projects arising from the Foundation's all-through school implementation programme.
- Contribute to the development and implementation of workforce transition plans and undertake the HR activity required to implement agreed plans.
- Prepare organisational change documentation, reports and project materials.
- Support managers and leaders in implementing agreed organisational changes.

Consultation and Employee Relations

- Prepare consultation documents, briefing papers and supporting materials.
- Manage formal and informal consultation processes.
- Support managers and leaders through consultation processes, ensuring they have the appropriate information and documentation.
- Maintain accurate and comprehensive records of consultation and agreed outcomes

Workforce Planning and Organisation Design

- Assist with workforce modelling and staffing structure reviews.
- Support the evaluation and development of roles and responsibilities.
- Prepare and maintain workforce information, organisational structures and associated documentation to support agreed changes.

Policy and Process Development

- Support the review of HR policies and procedures to identify opportunities for harmonisation.
- Support implementation and communication Of new processes.
- Support the review and harmonisation Of contracts Of employment and associated terms and conditions, working with HR Director and external legal advisers where required

Project Support

- Prepare reports and updates for governance groups and senior leaders.
- Coordinate meetings, workshops and project activities as required
- Support delivery of agreed objectives within project timescales.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils/ staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs Of the role and the School.
- To undertake any other reasonable associated request from the HR Director, Head/Bursar's, or other senior member Of SMT as appropriate.

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	CIPD Level 5 qualification or above, or equivalent relevant HR experience.	Further relevant professional development or training in organisational change, employee relations or project management.	- Application form - Production and independent verification of qualifications - Interview
Experience	- Practical HR experience supporting organisational change, including consultation and changes to roles, responsibilities, structures or working arrangements. - Experience of preparing consultation documentation and supporting formal consultation processes. - Experience of advising managers on the HR and employment implications of organisational change. - Experience of drafting and reviewing HR policies, procedures, guidance and employee communications. - Experience of independently managing competing priorities and progressing work through to completion. - Experience of working effectively with senior leaders, managers and other stakeholders.	- Staff management experience. - Coaching, mediation, or negotiating skills.	
Skills & Attributes	- Able to work independently, anticipate requirements and take responsibility for progressing work through to completion. - Able to translate agreed organisational decisions into clear and practical HR actions. - Able to identify HR implications, risks and matters requiring consideration and raise these appropriately.		

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Skills & Attributes (continued)	• Application form Interview • Professional references • Strong organisational and project coordination skills, with the ability to manage multiple priorities and deadlines. • Excellent written and verbal communication skills, including the ability to produce clear, accurate and accessible documentation. • Strong interpersonal skills and the confidence to work effectively with colleagues at all levels. • Able to handle sensitive and confidential information with discretion and sound judgement. • A practical, methodical and solutions-focused approach, with strong attention to detail. • Able to work collaboratively while using initiative and operating with a high degree of autonomy.		• Application form • Interview • Professional references
Knowledge	• Good working knowledge of UK employment law and its application to organisational change. • Good understanding of organisational change processes and the practical HR activity required to support them. • Knowledge of employee consultation requirements and good practice. • Understanding of workforce planning and organisational structures. • Understanding of effective staff communication and engagement during organisational change.	• Knowledge of employment practices and organisational structures within the education sector.	• Application form • Interview • Professional references

How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter addressed to Jacqui Anstee (HR Director), to the Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by **12:00pm on Monday 19 October 2026**. Interview date to be confirmed.

We reserve the right to interview and appoint a suitable candidate before the advertised closing date. Early applications are therefore encouraged.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974. By applying for this role, you are consenting to The Leys School storing your personal data. Please read our '[Privacy Notice for Job Applicants](#)' for further details.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Charity no: 1144035.





The Fen Causeway, Cambridge CB2 7AD T: 01223 508 900 E: admissions@theleys.net W: theleys.net
[Instagram](#) | [Facebook](#) | [LinkedIn](#)