

Job Profile

Role:	People Development Manager
Reporting to:	People Director
Location:	LAT Head Office – Human Resources Department
Overall responsibility:	The day to day management of L&D activity across the Trust

Job Purpose

To lead the learning and development function for the Trust, ensuring that all staff receive the necessary training and development opportunities for them that ensure they can perform their role to the best of their abilities and to ensure they can meet the changing needs of the education sector.

Key Responsibilities and Accountabilities

- Develop and implement learning strategies and programs across the Trust with a specific focus on programmes for support staff
- Work closely with Principals, Service Directors and the Trust’s teaching school to ensure that all teaching staff have access to programs that meet their learning needs
- To ensure that all staff utilise the opportunities provided by the National College and the Chartered College of Teachers and any other programme providers that staff have access to
- Oversee and manage all mandatory and compliance training is delivered in a timely and cost-effective manner
- Evaluate individual and organisational development needs
- Design and deliver e-learning courses, workshops, PDPs, career paths and other training as required
- Implement various learning methods and strategies business-wide (e.g. coaching, job-shadowing, online training, management/leadership programmes, etc.)
- Evaluate and report on the success of development plans, ROI and effectiveness of training and development activities
- Establish the provision of day to day service delivery and performance of the People Development team (once established)
- Develop and maintain strong and effective working relationships with colleagues across the Trust and external training providers
- Manage the induction and onboarding process from a learning and development perspective
- Deliver projects to enhance and further embed the culture, talent identification and engagement of staff
- Support the Trust’s High Potential Programme by overseeing the production of detailed development plans for all HiPo employees
- Promote apprenticeship opportunities both internally and externally to staff ensure that we maximise the use of our apprenticeship levy
- Create and review marketing material associated with L&D opportunities and programmes across the Trust, ensuring they reach the target audiences
- Manage relationships with external apprenticeship providers ensuring that all apprentices are enrolled and monitored effectively
- To undertake any additional duties which are reasonably commensurate with the level of this post, as instructed by the line manager or a senior colleagues

As a Trust we feel it is important to hire with the right attitude which is why we will be looking for someone that is enthusiastic, focused, committed, reliable and resilient to the day to day pressures that a busy People Services function brings. This job description is not exhaustive and the successful candidate must be open-minded to new and changing responsibilities as the Trust continues to grow, with a keenness to be involved in various relevant elements of the business.

Person Specification

Area	Requirements <i>(All criteria are essential unless defined as desirable)</i>
Qualifications or Training	<ul style="list-style-type: none"> ● Good standard of general education ● Evidence of CPD in the area of L&D/HR or related discipline ● CIPD Qualified (level 7) or equivalent/similar qualification ● Project Management qualification (desirable)
Experience and Knowledge	<ul style="list-style-type: none"> ● Proven experience in a similar position (background in education would be an advantage) ● Current up to date knowledge of effective learning and development methods, best practice and industry standards ● Familiarity with e-learning platforms and practices ● Proficient in MS Office and Learning Management Systems (LMS) ● Previous experience of planning and delivering key corporate L&D projects ● Design and delivery of training sessions/development programmes ● Awareness and understanding of OFSTED inspection regime and standards
Skill and abilities	<ul style="list-style-type: none"> ● Excellent communication skills – both written and verbal ● Able to work to demanding deadlines and prioritising workload ● Ability to work collaboratively with minimal supervision ● Excellent communication and negotiation skills at all levels ● Ability to build and sustain effective working relationships
Personal qualities	<ul style="list-style-type: none"> ● Creative self starter and team player ● Approachable and adaptable to situations ● High levels of personal resilience ● Hold a current valid driving licence and have a vehicle available for work at all times