

Job Profile

Role:	Learning and Development Advisor
Reporting to:	Head of Recruitment and Talent Management
Location:	LAT Head Office – Human Resources Department
Overall responsibility:	Providing a day to day L&D advisory service and leading on L&D activity across LAT

Job Purpose

To play a pivotal role in developing the learning and development function for the Trust, ensuring that all staff receive the necessary training and development opportunities for them, this will enable them to perform their role to the best of their abilities and to meet the changing needs of the education sector. Working alongside the Head of Recruitment and Talent Management, provide support for the full L&D life cycle at LAT by working directly with the senior leaders, key managers and staff within the business.

Key business links / contracts:

- Thames Gateway Teaching School Hub
- LAT Apprenticeships
- Kent and Medway Training
- Various CPD packages
- Talent Assessment platform
- External apprenticeship and training providers

Key Responsibilities:

- Provide support and contributing to LAT's L&D strategy and objectives

- To support with the development and implementation of learning strategies and programs across the Trust with a specific focus on programmes for support staff
- Develop and maintain a broad and relevant programme of ongoing L&D across the business
- Developing and implementing LAT's approach to talent management and succession planning

- Develop a suite of broad and relevant programmes and courses

- 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 support with the assessment, design, delivery and sourcing of all initiatives
- 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, regularly reviewing and promoting available content
- To support with the design and delivery of e-learning courses, workshops, PDPs, career paths and other training as required
- To coordinate various learning methods and strategies business-wide (e.g. coaching, job-shadowing, online training, management/leadership programmes, etc.)
- To identify needs, maintain, and grow LAT's eLearning capacity, including responsibility for running/updating our LMS
- Support the Trust's Aspiring Leaders Programme by overseeing the production of detailed development plans for all employees on programme
- To take a lead on and provide pivotal support to the induction and onboarding process from a learning and development perspective
- To oversee all mandatory and compliance training is delivered in a timely and cost-effective manner

- Provide advice and guidance on all L&D matters

- Evaluate and advise on individual and organisational development needs, signposting stakeholders to suitable courses, programmes and/or events appropriate for their needs

- Provide advice and guidance to internal stakeholders/hiring managers in relation to LAT's use of psychometric tests and questionnaires in selection and development

- Evaluate the effectiveness of LAT's L&D function

- To report on and evaluate the success of development courses, sessions, individual plans, uptake/usage of content available, ROI and effectiveness of training and development activities, making recommendations accordingly

- Champion LAT's L&D offering

- Develop and maintain strong and effective working relationships with colleagues across the Trust and external training providers
- To promote LAT's L&D offering to both internal and external audiences, working with the Recruitment Team to ensure applicants are aware of LAT's extensive CPD offering
- Create and review marketing material associated with L&D opportunities and programmes across the Trust, ensuring they reach the target audiences
- Promote apprenticeship opportunities both internally and externally to staff ensure that we maximise the use of our apprenticeship levy
- To ensure the L&D function is always aligned with LAT's vision and values throughout all strategic and operational objectives, all communications, focussing on improving the employee development journey
- Deliver projects to enhance and further embed the culture, talent identification and engagement of staff
- Manage relationships with external apprenticeship providers ensuring that all apprentices are enrolled and monitored effectively

- Other

- 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.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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 qualification (level 5 minimum) or equivalent/similar qualification● Professional Coaching qualification (desirable)● Project Management qualification (desirable)
Experience and Knowledge	<ul style="list-style-type: none">● Proven experience and success in a similar position● Current working 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
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