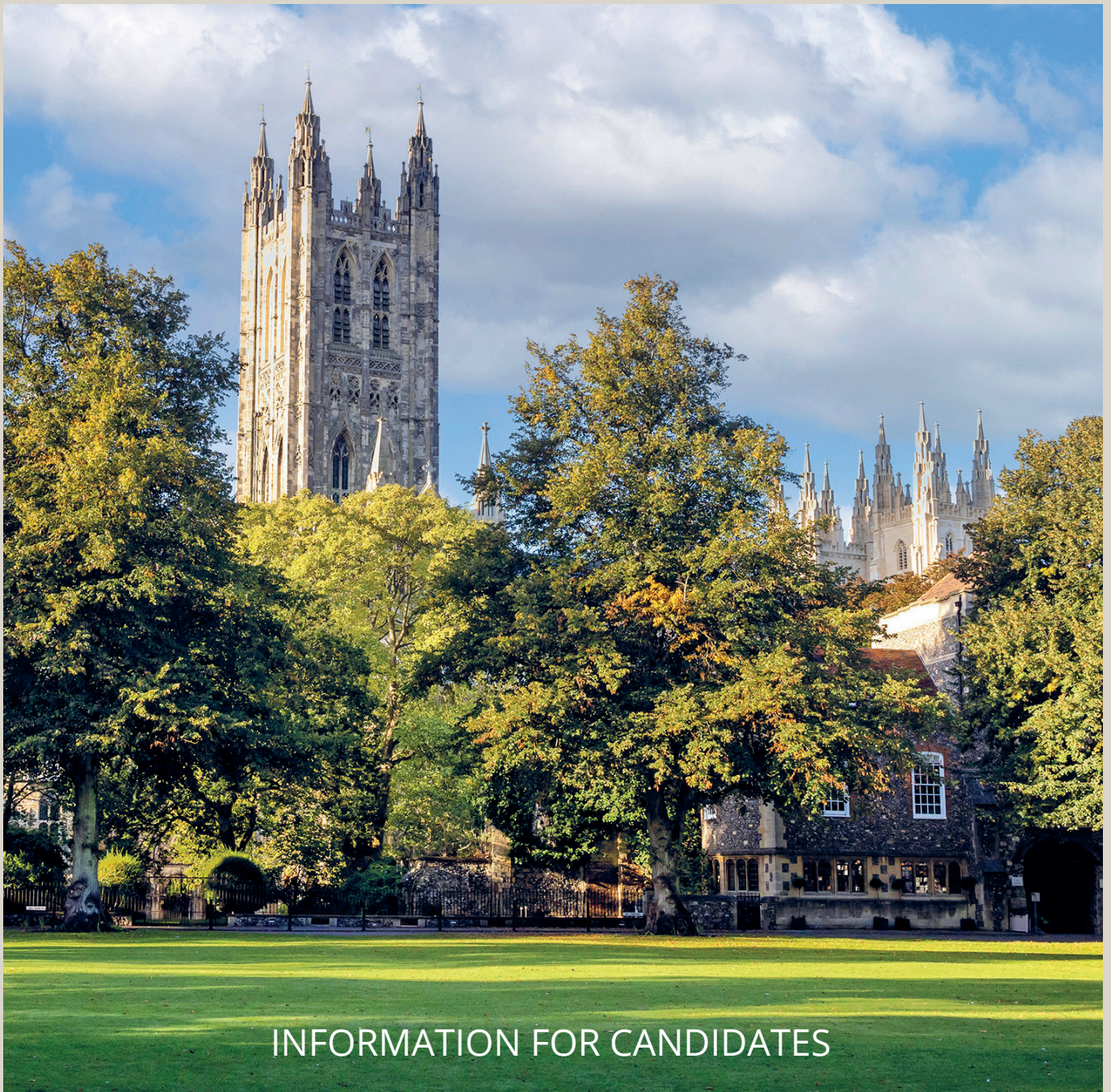




THE
KING'S SCHOOL
CANTERBURY

Learning and Development Manager (0.6fte)



INFORMATION FOR CANDIDATES



Welcome from The Head

Dear Candidate,

Many thanks indeed for your interest in this role as Learning and Development Manager at The King's School Canterbury.

King's is a simply wonderful place to live and to work. Since joining as Head in September 2023, I have been struck by the remarkable warmth of the welcome that I have received here and by the friendliness, mutual respect and authenticity of the relationships between staff and pupils.

Our incredibly rich and broad curriculum and co-curricular programme create an environment where it feels that anything is possible, where pupils are known and supported as individuals, and where they are encouraged to pursue their own unique path through King's and beyond.

Around 75% of our pupils are boarders (equal numbers of boys and girls) and our pupil body is drawn from a range of backgrounds both at home and abroad. We have a generous bursary provision and have recently launched an ambitious campaign to turbo charge this and to further widen access to our School. With this diverse and inclusive community, global mindedness and open-mindedness are hallmarks of our School. Pupils achieve excellent outcomes in external examinations, but a King's education looks far beyond this. Our remarkably broad curriculum and our enrichment programme serve to develop pupils as thinkers, and as learners, and prepares them to make a positive mark on the world beyond school. We also want to ensure that pupils enjoy their time with us – that their school days are filled with joy, exploration and discovery.

King's is also a wonderful place to work. Staff here are talented, committed and collegial, and there is a culture of mutual respect that runs through the whole community. Canterbury itself is a vibrant and beautiful city, with excellent transport links to London and the wider South East, and the School offers a strong package of benefits and professional development opportunities. We want the people who work here to feel as supported and stretched as our pupils do.

I do look forward to meeting you in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jude Lawson', with a stylized, flowing script.

Jude Lawson, Head



About King's

The King's School Canterbury is one of the oldest schools in the world, tracing its origins to the arrival of St Augustine in England and the foundation of his monastery in Canterbury in 597 AD. Re-founded by Royal Charter in 1541, the School has been shaping young people for well over a thousand years. Today it is a co-educational, day and boarding school educating pupils from the age of three to eighteen, and the group comprises three schools based in and around Canterbury, alongside a growing family of overseas schools.

A King's education is inspired, not constrained, by tradition. Across all its schools, the emphasis falls on intellectual curiosity, the development of the whole person, and preparation for the lives pupils will lead beyond King's. The School is particularly celebrated for its music, the creative and performing arts, and the breadth of its co-curricular life. High levels of pastoral care run through everything the group does.

Our Schools

The King's School, Canterbury educates pupils from 13 to 18, with just over 915 pupils on roll, of whom around 650 are boarders. The School sits at the heart of one of England's most remarkable cities, occupying buildings in and around the Precincts of Canterbury Cathedral, a UNESCO World Heritage Site. There are six boys' boarding houses, seven girls' boarding houses and four day houses. King's has always welcomed pupils from across the world, and the diversity of its community is one of the hallmarks of the school.

Junior King's occupies 80 acres on the banks of the River Stour in Sturry, three miles from Canterbury. Originally founded in 1879 in the Cathedral Precincts, the School moved to its current site in 1929. Set around a sixteenth-century Manor House and Tithe Barn, the school educates over 365 pupils from Nursery through to Year 8. It is a school with its own distinctive character and ethos, offering exceptional pastoral care alongside a broad, creative curriculum and outstanding co-curricular provision. The great majority of pupils progress to King's Senior School at 13.

The International College, launched in 2018, provides a pathway into British education for international students aged 13 to 17. Located in a purpose-built, award-winning building on the Malthouse campus, it offers a one-year fast-track GCSE programme and welcomes over 70 students from across the world each year. Students integrate fully with the Senior School for co-curricular activities, and most go on to join King's for Sixth Form study.

Overseas, King's has established international schools in Shenzhen, China and Phnom Penh, Cambodia, with two further schools due to open shortly in Cairo and Bengaluru. Each school carries the King's commitment to academic and co-curricular excellence into its local setting, offering a British education with a genuinely global perspective.





HR Department

The Human Resources Department plays a central role in supporting the School's people strategy by delivering a professional, customer-focused and responsive HR service to more than 1,000 employees across the School. Working in partnership with leaders at all levels, the department ensures the School attracts, supports, develops and retains a highly skilled workforce while maintaining the highest standards of employment practice, safeguarding and legal compliance.

Led by the Director of HR (1.0 FTE), the department comprises the HR Manager (1.0 FTE), HR Manager (Recruitment) (1.0 FTE), Learning & Development Manager (0.6 FTE), three HR Officers (2.25 FTE), Junior HR Officer (1.0 FTE), HR Assistant (1.0 FTE), two Recruitment Assistants (1.0 FTE) and a part-time HR Systems Consultant (0.1 FTE).

The department provides expert support across the employee lifecycle, delivering operational HR services including onboarding, employee relations, performance management, absence management, policy development, learning and development, HR systems, workforce reporting and recruitment. Working collaboratively, the team supports both teaching and professional services staff across the School, providing practical advice and guidance to managers while ensuring compliance with employment legislation and safeguarding requirements.

The HR team is committed to delivering a proactive, efficient and solutions-focused service, developing management capability, supporting organisational change and driving continuous improvement. Through strong partnerships with leaders and a focus on operational excellence, the department helps create a positive, inclusive and high-performing working environment where employees are supported to thrive and contribute to the continued success of the School.

The Role

Reporting to the Director of HR, the Learning and Development Manager is responsible for delivering the school's learning and development strategy to drive excellence across the organisation, management, and operational functions.

Working closely with managers and staff across the school, the postholder will drive the development of management capability, widen the availability of development opportunities across all teams, coordinate skills development initiatives, promote a culture of continuous professional development (CPD) and ensure compliance with mandatory training requirements.

The role will support the school's strategic objectives by ensuring employees have the knowledge, skills and behaviours required to deliver outstanding educational and operational outcomes.

The role will be based at the Senior King's School with regular travel across all King's School sites. Occasional remote working may be available where appropriate.

Contract: Permanent, 0.6 FTE (3 full days per week or equivalent hours over 4–5 days). Flexibility is required to support the needs of the School.



Key Responsibilities

1. Learning and Development Strategy

- Implement a school-wide Learning and Development strategy aligned to the school's strategic priorities.
- Identify organisational learning needs through consultation with managers and staff.
- Design learning plans and programmes that address current and future workforce requirements.
- Monitor and evaluate the effectiveness and impact of learning and development activities.
- Produce regular reports and metrics on participation, compliance, learning outcomes and return on investment.

2. Management Development

- Design and deliver management development programmes for new, aspiring and experienced managers.
- Enthuse managers to develop essential people management skills, including managing performance, employee relations, communication, wellbeing and inclusive leadership.
- Facilitate workshops, coaching interventions and development activities to strengthen management capability across the school.
- Create learning pathways and resources that support career progression and succession planning.
- Lead on the design and implementation of operational appraisal systems.

3. Mandatory and Compliance Training

- Oversee the school's mandatory training framework and annual compliance programme.
- Ensure all required safeguarding, data protection, equality and other statutory training is delivered and monitored effectively.
- Maintain accurate training records and reporting systems.
- Work with relevant stakeholders to ensure compliance targets are achieved and sustained and provide regular compliance reports to the HR Director and senior leadership team.

4. Skills Development

- Identify skills gaps across academic and professional services teams.
- Develop programmes to enhance role-specific and transferable skills.
- Support apprenticeship, professional qualification and vocational development opportunities where appropriate.
- Collaborate with departments to embed continuous learning and capability development.
- Promote effective knowledge sharing and best practice across the school.

5. Continuing Professional Development (CPD)

- Work as part of the CPD committee to drive the school's CPD programme for teaching and support staff.
- Support employees in identifying development opportunities that align with individual performance objectives and organisational needs.
- Maintain a central record of CPD activity and participation.
- Evaluate the impact of CPD on employee performance, engagement and career development.

6. Learning Systems and Administration

- Manage learning management systems (LMS) and other development platforms.

- Create a CPD library and ensure learning resources are current, accessible and relevant.
- Coordinate external training providers and consultants as required.
- Ensure compliance with relevant legislation, policies and safeguarding requirements.

Key Relationships

- Director of HR
- Department Heads and Line Managers
- Safeguarding Lead
- Staff across academic and professional services functions
- HR Recruitment Manager

Person Specification

Essential Qualifications

- CIPD Level 5 qualification or equivalent professional qualification in Learning and Development, HR or Organisational Development.
- Evidence of continued professional development.

Essential Experience

- Significant experience in a Learning and Development, Organisational Development or HR Development role.
- Experience of designing and delivering management development programmes.
- Experience of managing mandatory compliance training programmes.
- Experience of developing and evaluating CPD initiatives.
- Experience of stakeholder engagement across multiple levels of an organisation.
- Experience of using learning management systems and training reporting tools.

Essential Knowledge

- Learning and development best practice.
- Management development methodologies.
- Training compliance and statutory learning requirements.
- Performance management and employee development processes.
- Equality, diversity and inclusion principles in learning design.

Essential Skills

- Excellent facilitation, coaching and presentation skills.
- Strong project management and organisational skills.
- Ability to analyse data and evaluate learning outcomes.
- Excellent communication and influencing skills.
- Strong relationship-building and stakeholder management capability.
- Ability to work independently and manage competing priorities.

Desirable

- CIPD Level 7 qualification.
- Experience within an independent school, education sector or not-for-profit environment.
- Coaching qualification.
- Experience of apprenticeship programmes and levy-funded learning.
- Experience of talent management and succession planning initiatives.





Key Success Measures

- Mandatory training completion rates achieved and maintained.
- Positive feedback and measurable impact from management development programmes.
- Increased staff participation in CPD and skills development activities.
- Improved leadership and management capability across the school.
- Effective utilisation of learning budgets and resources.
- Positive contribution to staff engagement, retention and organisational performance.

School Values

The Learning and Development Manager will demonstrate a commitment to safeguarding and promoting the welfare of children and young people, fostering an inclusive culture, and supporting the school's ethos, values and strategic objectives through the development of its people.

Applications

Applications should be submitted online through the [King's school website](#) and should include a CV and Cover Letter by 27 July 2026. Provisional interview dates w/c 3 August 2026.

If you have any queries please contact the HR Recruitment Team: recruitment@kings-school.co.uk.

Working at King's

Hear from our staff what it's like to work at The King's School.





Benefits

Salary

£50,000 pro rata per annum. All year round position.

Professional Development

Funded training and CPD opportunities.

Annual Leave

25 days holiday, plus 8 bank holidays and 2 Bursary days.

Pension

The school offers a generous defined contribution salary sacrifice pension scheme with the option of enhanced contributions through Royal London.

Life Assurance

All employees are automatically enrolled into a life assurance scheme that pays benefits to dependents.

Enhanced family leave entitlements

The school support colleagues to balance work and life and offer enhanced maternity, paternity and adoption benefits.

Employee Assistance Programme

A free confidential helpline available 7 days a week, 365 days a year and the option of accessing face to face counselling.

Sports Centre

All employees have gold membership with access to the pool, gym and other facilities.

Cycle to Work Scheme

The school operate a salary sacrifice cycle scheme which could provide savings of up to 40%, dependent on salary and cycle cost.

Eye Care

Regular VDU users can receive a financial contribution to the cost of both eye tests and glasses.

Financial Advice

King's facilitates regular free impartial financial advice to all employees.

Lunch

Staff enjoy lunch together in our school dining rooms during term time.





Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.



Our commitment to Diversity, Inclusion & Equality

King's is committed to fostering a welcoming and inclusive community where all individuals are treated with dignity and respect. We seek to recruit staff who share our commitment to equality, diversity, and inclusion, and who are dedicated to creating an environment in which every pupil and colleague can thrive.



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