

Job Description

Employee Learning and Development Advisor

Reporting to:	HR Senior Business Partner
Liaising with:	HR Director, Head of HR, Trust Senior Leadership Team (SLT), Head Teachers, CPD Hub, other colleagues, Trustees, Governors, NRCDES, and suppliers
Grade/Salary:	Band 5 (Scale point 19-24) (indicative grade, subject to job evaluation)
Hours of work:	37 hours per week (additional hours may be required to meet the requirements of the role)

Core Purpose

- To lead on the day-to-day operational delivery of the implementation of HR policy and strategy relating to the development of employees of the Catholic Multi-Academy Trust (CMAT)
- In conjunction with the Head of HR, HR Senior Business Partner and Directors of Performance and Standards to support the implementation and integration of organisation change programmes.
- To set up systems and processes for identifying and recording staff development activity, including strategies to monitor the impact of development activity.
- To signpost and provide information on the CPD hub and other appropriate training partners, programmes and providers.

Specific areas of responsibility and key tasks:

Developing and planning CPD

- In conjunction with the Head of HR, HR Senior Business Partner, CPD Hub and Directors of Performance and Standards to source, develop, plan and deliver, as appropriate, training programmes aligned to the HR Strategy to ensure that CMAT HR policies and strategies are effectively embedded and implemented within and across the CMAT.
- To source, develop, plan and provide the administration for a range of courses across the employee life cycle from Induction, as part of the onboarding process, through to Performance Review, ongoing CPD and Pre-Retirement courses ensuring that all staff can access appropriate and effective professional development opportunities.
- To identify training needs arising out of the Performance Review process for all staff and build into the CMATs annual programme of CPD.

- To align the CPD offer with professional development targets in the performance management cycle.
- To support the CEO, Head of HR, HR Senior Business Partner and Directors of Performance and Standards in developing a full leadership programme to support succession planning across the CMAT.

Coordinating delivery of HR training events

- To lead the delivery of specified HR training programmes and events including planning, booking, delivery and evaluation the effectiveness of the training.
- To lead training sessions for employees on the HR systems.
- To build effective working relationships with Headteachers, senior leaders, CPD Hub and other colleagues, acting as the interface between the CMAT Central Team and schools to provide advice on appropriate career pathways and training solutions.
- To develop effective external working relationships, liaising with the CPD Hub and other relevant training providers to support workforce development needs and ensuring that the CMAT engages the very best trainers, education experts, consultants and speakers.
- To liaise with CMAT colleagues on the production of the CPD programme.
- To lead the coordination of a programme of CPD for members of the central team.
- To monitor the development of employees on apprenticeships.

Promotion of HR CPD events

- To ensure the agreed CPD offer is communicated effectively to all.
- To be responsible for creating engaging posts marketing upcoming CPD opportunities ensuring that such posts are targeted to ensure maximum relevance to, and uptake from, the stakeholders concerned.
- To lead on the production of high quality training materials/manuals and literature, ensuring that resources are of a professional standard.
- To raise the profile of CPD across the CMAT.

CPD Events Management

- To assist with the management of CPD bookings for HR and central team events, ensuring delegates are assigned to the correct course/events and kept up to date with any developments.
- To organise on-line platforms or in person venues and to co-ordinate arrangements (such as course materials and name badges, refreshments, dietary requirements, accessibility) as needed to ensure all courses are able to run smoothly and effectively.

Evaluation

- To develop framework of measures to assess the effectiveness of training and to undertake evaluations of training, analysing results to produce meaningful impact reports which identify strengths demonstrating how/whether the training has assisted the CMAT to meet key performance indicators in relation to standards and professional development and suggesting areas for further development

CPD Development

- To undertake regular research to identify gaps and potential needs in the CPD offer and propose and present ideas on new CPD programmes for consideration by the CMAT Executive Team.

Induction, Talent/Performance Management and Wellbeing

- In conjunction with the HR Senior Business Partner, to work with senior leaders to ensure new members of staff receive appropriate induction to their role, their team and the wider academy/CMAT community, drawing up induction checklist resources for roles across the CMAT and providing these to Headteachers and managers in the Central Team for use with new starters.
- In partnership with the Team Leader (Recruitment and Onboarding) ensure a seamless transition from onboarding to induction.
- To maintain and update HR records of all staff on probation (support staff) and statutory induction (Early Careers Teachers).
- To assist with the development and implementation of a talent management programme including career pathways ensuring teaching and associate staff have access to high-quality training and continued professional development opportunities.
- To assist the HR Business Partner with the development and implementation of staff wellbeing and engagement programmes, such as staff survey, workshops, regular HR updates to ensure staff feel valued, motivated and supported to provide outstanding educational standards.
- To manage the day to day monitoring of the Performance Review process for teaching and support staff ensuring HR actions and staff development needs are noted and acted upon.

Additional Duties

- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the CMAT to be outstanding.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The CMAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post



Our Lady of Lourdes Catholic Multi-Academy Trust

Person Specification

Employee Learning and Development Advisor

A Training and Qualifications	Essential	Desirable
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in Maths and English	Y	
Working towards a CIPD qualification, or able to demonstrate equivalent experience	Y	
Management training or post graduate qualification		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Experience	Essential	Desirable
Experience of working in an HR/Learning and Development role for a minimum of 5 years	Y	
Previous experience being aligned to the education sector		Y
Strong record of developing, planning and delivering training events in person and/or online	Y	
Experience of delivering positive change through the implementation of learning and development strategies that address specific requirements that are fully supportive of organisational needs and expectations	Y	
Familiarity with operating Catholic Education Services (CES) policies/ procedures and national conditions of service		Y

C Professional Knowledge and Skills	Essential	Desirable
Evidence of continual professional development	Y	
Ability to innovate and use initiative	Y	
Knowledge of performance management systems and pay/grading frameworks		Y
Knowledge of national and local conditions of service within an education setting		Y
Ability to manage a varied workload as well as delivering to timescale	Y	
Excellent influencing skills, able to communicate sensitively and robustly on learning and development issues	Y	

Excellent relationship management skills with the ability to work collaboratively in partnership with all stakeholders/partners	Y	
Able to understand different cultures and expectations whilst not losing sight of the imperative to change to pro-actively support school improvement and CMAT priorities.	Y	
Team player, understanding the need to work with all levels of influence and seniority	Y	
Knowledge of national and local conditions of service within an education setting		Y
Excellent ICT skills with the ability to set up and run online training sessions, online feedback forms, online participation by attendees etc	Y	
Excellent planning, organisational and time-management skills	Y	

D Personal Attributes	Essential	Desirable
Willingness to support Catholic life and ethos in academies	Y	
Ability to command credibility and respect	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Ability to be respectful and promote equality of opportunity, inclusion and diversity	Y	

E Safeguarding	Essential	Desirable
Understanding of responsibilities of the CMAT and academies in ensuring compliance with all relevant safeguarding legislation	Y	