



Recruitment Pack

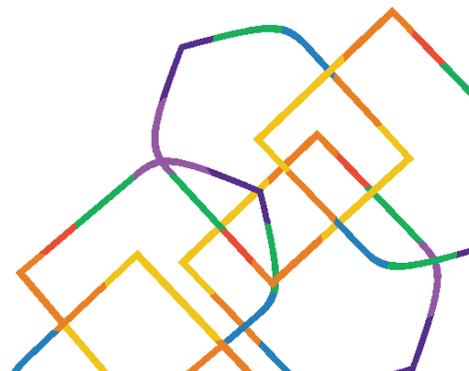
Learning & Development Manager

Permanent, All Year Round

We will consider all part time and flexible working arrangements

Salary: Grade 13, Points 40 - 44

Actual Salary: £48,474 - £52,668 FTE





Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer excellent teaching and learning and exceptional personal support in an inclusive, faith based environment.



I became a teacher because I believe in equal opportunities for everyone. I also believe that every child has the right to a great education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our aim is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic Trust.

Sian Hampton, CEO



Our Story

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary School, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

We are in a period of growth which is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate about creating a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.



Working Together, Transforming Lives

In 1706 St Mary's Church on High Pavement opened its doors to the poor children of Nottingham. Under the archway of the porch the 'principal design of the school was to train poor children in the knowledge of God and religion, as taught in the Church of England'. This was the start of Church of England education in Nottingham and that education has been carried on with the setting up of the Bluecoat and Emmanuel schools at secondary level, and the many primary schools within and around the City of Nottingham and Nottinghamshire.

Greycoat School, as it was initially known, and then latterly Bluecoat School played an important civic role during its growth and development. It moved to many sites and there was even a road named after it near the Victoria Shopping Centre. During the 1970s Bluecoat School moved to its Aspley Lane site.

In 2003 Bluecoat was asked to take over the running of the school that was being closed at Wollaton Park. The Margaret Glenn Bott School shut its doors in the summer of 2003 and was re-opened in the autumn as Bluecoat Wollaton Park site. Within 5 years the first students at Wollaton Park had achieved record examination results and transformed the learning of young people in the area. Bluecoat Wollaton received funding through wave 5 of Building Schools for the Future and a new set of buildings cemented its place as a successful and happy school for 750 students aged 11-16.

In 2012 Bluecoat School became an Academy. In 2014 Bluecoat became a Multi Academy Trust, sponsoring a local school and helping it move from its Ofsted judgment of inadequate to good in February 2017, a transformation that took place in less than 3 years. The sponsorship of Bluecoat Beechdale Academy enabled staff from across the Trust to work together in order to support students across the family of schools.

In 2015 Bluecoat Academy opened its own 420 place Primary school, representing further growth for the Trust and creating a learning experience based upon Christian faith and values for children aged 4-11 in the City of Nottingham.

In January 2018 The Nottingham Emmanuel School became the newest academy to join the Trust as we renamed to Archway Learning Trust in recognition of the larger family we had become.

In March 2021 we welcomed three new academies to Archway Learning Trust. Based in Derby, Lees Brook Community School, The Long Eaton Academy and Alvaston Moor Academy became the newest member of the Archway family. We are also excited for the anticipated opening of Bluecoat Trent Academy in September 2021.

The overriding vision of the Trust is to support young people who are struggling to be successful, and to ensure they have the best possible education opportunities. The Trust is committed to 'the transformational power of education' coupled with collaborative school to school support.

OUR MISSION

We are fully inclusive family of learners, providing nurture and an outstanding education experience for all to grow and flourish.

OUR VISION

To transform the lives of all through the power of working together.

OUR VALUES EXCELLENCE

We have unrelenting ambition for all. We are committed to the hard work and care that will deliver success, ensuring that no one is left behind.

COLLABORATION

We work together to achieve our common purpose of transforming lives. We achieve more together than we do alone.

INCLUSION

We embrace and value difference. Our varied backgrounds and experiences help to enrich us all. We champion the needs of all our young people.

OUR HISTORY

In 1706, beneath the Archway of St Mary's Church, our founders committed to educate the city's poorest children and lift them out of poverty.

OUR CHILDREN

We keep our children at the heart of every action and decision, embracing and celebrating their unique talents and needs.

OUR FAITH

We are proud to be a Church of England Trust, serving those of all Faiths and none with equal passion, care and devotion.

OUR CORNERSTONES: HOW WE LIVE OUR VALUES

EDUCATIONAL EXCELLENCE

We have exceptionally high expectations for all our pupils. Our knowledge-rich curriculum and Inspirational teaching prepares pupils to believe in their abilities, achieve excellent outcomes, maximise their potential and excel in the future.

INVEST IN OUR PEOPLE

We recruit and grow the best people. Through collaboration we lead, develop, challenge and support them to have the greatest positive impact on our children's education. We people to uphold our values and deliver on the mission of our Trust.

COURAGEOUSLY INCLUSIVE

Inclusion is at the heart of everything we do and every decision is made in the best interests of all. We relentlessly pursue equity of opportunity for all. Our children flourish regardless of background, learning need or starting point.

STRONG TRUST

We are financially and environmentally sustainable. Resilient and efficient infrastructure drives our educational excellence. Effective governance ensures our Trust is strong and drives school improvement.

Continuous Professional Learning (CPL)

Archway Learning Trust has a proud tradition of providing exemplary CPL for teaching colleagues and is becoming more inclusive in the training and development of colleagues in all education roles within the Trust, such as Pastoral, SEND and Safeguarding teams.

The diagram right aims to show the interconnectedness of the various elements of our CPL Programme for Education Colleagues for the year ahead. Each element will be explained further in the coming pages, but we hope it is clear that the elements work together to develop the skill and expertise of colleagues for their role and provides them with opportunities to develop and grow within their career at Archway.



Our Apprenticeship Levy

SPECIALIST SERVICES	
Training Programme	Level
Digital Marketer	3
Content Creator	3
IT Solutions Technician (Hardware/Software)	3
Laboratory Technician	3
Information Communications Technician	3

BUSINESS & PROFESSIONAL	
Training Programme	Level
Business Administrator	3
Team Leader or Supervisor	3
HR Support	3
Library, Information & Archive Services Assistant (LIAS)	3
School Business Professional	4
Operations or Departmental Manager	5

TEACHING, EARLY YEARS & SPORTS	
Training Programme	Level
Teaching Assistant	3
Teaching Assistant SEND Pathway	3
Sports Teaching Assistant	3
Early Years Educator	3
School Staff & Community Wellbeing Champion	3
Sports Coach	4
Higher Level Teaching Assistant	4
Higher Level Teaching Assistant SEND Pathway	4
Early Years Lead Practitioner	5
Children, Young People & Families Manager	5

Archway Learning Trust recognises that apprenticeships are an excellent way for individuals to further their learning and gain recognised qualifications whilst gaining employment experience. At the Trust we recognise that apprenticeship roles play a vital contribution to the running of each academy within our multi academy family.

Archway offer courses from LMP Education. Employees who want to progress their knowledge in their field and develop their career are able to enrol onto the course that LMP offer.

To see a full list of the 2023 courses offered by LMP, please follow this link - [Course Listing Apprenticeships 2023 \(lmp-group.co.uk\)](https://lmp-group.co.uk/Course-Listing-Apprenticeships-2023)



Explore your benefits



Here at Archway, we offer our employees a variety of benefits. From hundreds of shopping discounts to our cycle to work scheme and our generous pension scheme – we have lots to offer to our employees!

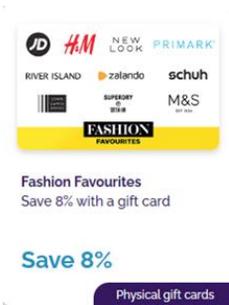
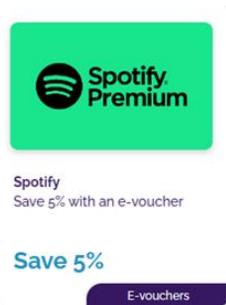


As well as our lifestyle savings, we also offer a wellbeing platform for our employees where employees are able to access expert help and support for life's ups and downs 24/7, 365 days a year!

Within this platform, employees are able to access resources, contact the 24/7 helpline, set fitness goals and take health assessments as well as access counselling services.



Archway also offer a very generous pension scheme with contributions of over 20% into employees pension pots!

 <p>Fashion Favourites Save 8% with a gift card</p> <p>Save 8%</p> <p>Physical gift cards</p>	 <p>Jet2Holidays Save 7% with an e-voucher</p> <p>Save 7%</p> <p>E-vouchers</p>	 <p>Lavish Spa & Beauty - High.. Save 10% with an e-voucher</p> <p>Save 10%</p> <p>E-vouchers</p>	 <p>Sky Sky TV and Netflix - for the best TV all in one place - for...</p> <p>Save 20%</p> <p>Discount code</p>	 <p>Fitbit Get 20% off the Fitbit product range with Code 'GOFIT'</p> <p>Save 20%</p> <p>Discount code</p>	 <p>Spotify Premium Save 5% with an e-voucher</p> <p>Save 5%</p> <p>E-vouchers</p>
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With lots more – Vivup has 350+ benefits to offer!

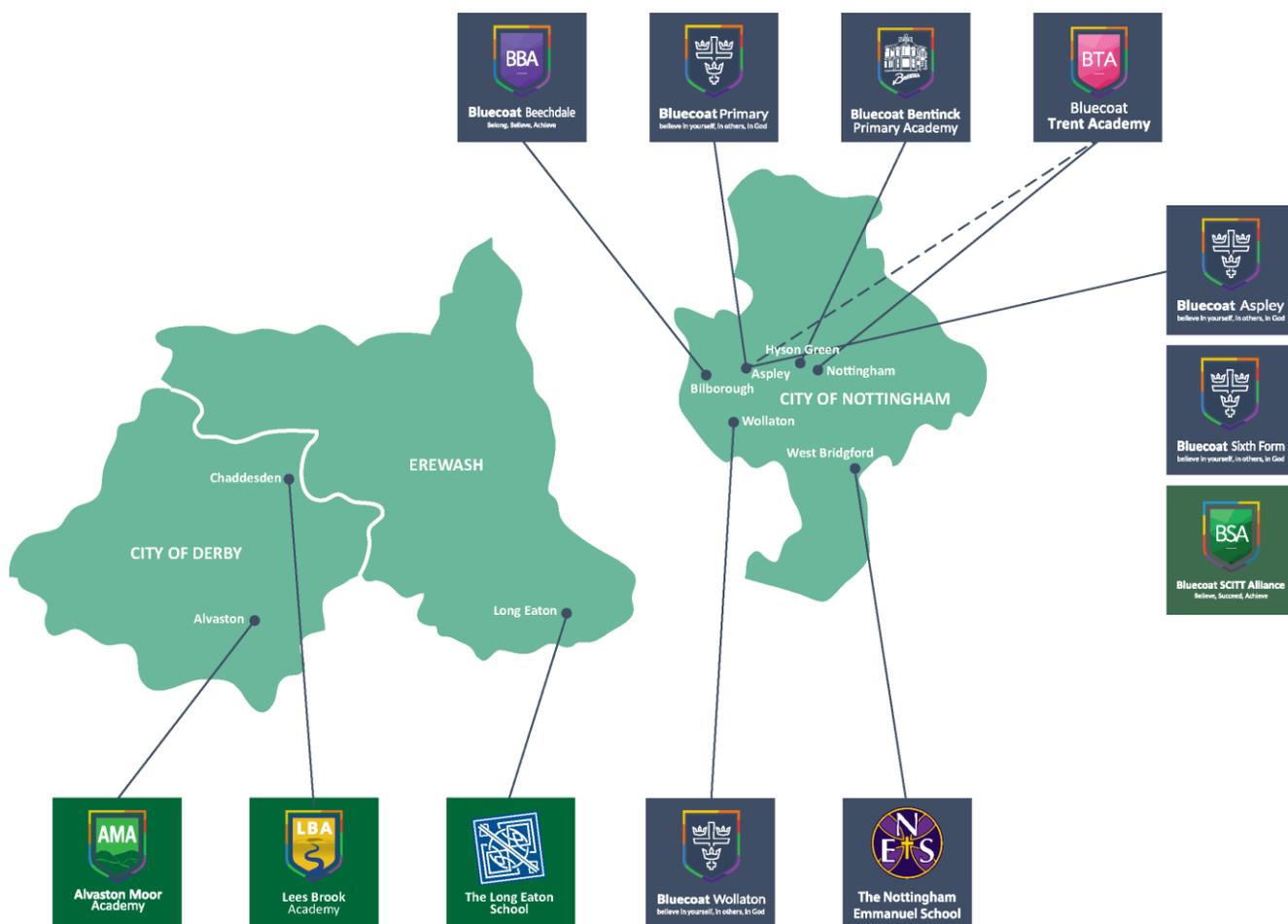
Other Archway benefits:

- ✓ Opportunities to develop new skills and progress your career.
- ✓ Access to discounted travel schemes
- ✓ Comprehensive training and support
- ✓ Employee Assistant Programme (EAP)
- ✓ Self help books
- ✓ Eye care voucher scheme
- ✓ Free flu vaccine
- ✓ Access to e-learning and development

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Our School Locations





Stuart Anderson - Deputy CEO (DCEO)

Stuart joined Archway in 2015 and has worked in a number of senior roles for the Trust including Principal, Executive Head teacher and Regional Director prior to becoming DCEO. He has direct responsibility for a number of schools in the Trust but also in the strategic leadership of standards, quality enhancement and delivering the Trust's strategic vision. As Principal, Stuart led Bluecoat Wollaton to attain exceptionally highly. The school secured an 'Outstanding' Ofsted grade in 2018 in its first inspection, officially became a 'World Class' School in 2020 and was recognised as 'Excellent' in its SIAMS Church Inspection in 2021.



Michelle Walshe – Chief Corporate Services Officer (CCSO)

Michelle is our Chief Corporate Services Officer with responsibility for all aspects of our Governance and corporate compliance. She also oversees marketing and communications, academy services and is the Trust's DPO. Michelle has over 20 years' experience in the education sector and has previously led and managed the admissions and appeals activity across the Trust as well as deliver process improvement and effective people management of large teams.



Nathan Jeremiah – Chief Operations Officer (COO)

Nathan has over thirteen years' experience in the education sector, having worked in a variety of management and leadership roles and brings significant sector experience to the Trust drawn from his work with the Department for Education and consultancy support with trusts nationally. Nathan's leadership of operational matters at Archway focusses on efficient and effective IT, Estates, Health & Safety, Cleaning, Catering PFI, Capital Development and Major Projects services across our family of academies.



Kirsty Woolls – Chief People Officer (CPO)

Kirsty joined our Trust in January 2022 and previously worked as HR Director in a large Multi-Academy Trust with 21 schools located across 10 local authorities. Kirsty has worked in Human Resources in the Education sector for over 20 years.

She holds a CIPD L7 Postgraduate qualification in Human Resource Management and brings to our Trust a wealth of experience in implementing people related strategies, change management projects, employment legislation, recruitment and retention and many other areas of HR practice and expertise.



Stuart Bird – Chief Finance Officer (CFO)

Stuart joined our Trust in October 2022 and has spent the last ten years in senior finance director positions across the NHS where he says the challenges are "remarkably similar" to education. Stuart has also worked in finance and operational directorship roles for a number of successful businesses in the private sector, including financial services, nursing and residential care. He is a Chartered Accountant and is well versed in building and delivering a strong finance team that provides an excellent service to the organisation it supports.



Dave Taylor – Director of Teaching and Learning

As Director of Teaching and Learning, Dave is responsible for the quality of education, Continuous Professional Learning (CPL) and the quality assurance of teaching and learning. Dave leads the Central Education Team and the Implementation Group, which comprises local VPs and APs for Teaching and Learning. Dave's main educational passion is to ensure children improve their reading and he is the main architect of the Trust's driving improvement priority 'Every child in an Archway school will become a fluent reader'.

The Trust are inviting applications for the post of Learning and Development Manager. This is a new post offering an exciting opportunity to join a supportive and ambitious team of HR professionals, who are committed to continuous improvement and to ensuring all Archway colleagues have the very best experience of working for our Trust.

The Learning and Development Manager will be at the forefront of developing, delivering and measuring the Archway Learning Trust people development strategy. Reporting directly to the Chief People Officer you will work in collaboration with a range of leaders and stakeholders in ensuring we have the very best people development offer at Archway Learning Trust.

The successful applicant will be a dynamic leader with the ability to engage and inspire our leadership teams, as well as being an experienced facilitator, coach and leader. You will have a proven track record of developing and delivering successful learning and development programmes and initiatives and in particular leadership development programmes.

A CIPD or equivalent learning and development qualification(s) or demonstrable equivalent work experience is essential, as well as a Leadership qualification or extensive knowledge/experience. Ideally you will also have a relevant coaching/mentoring qualification although not essential.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Bluecoat Beechdale Academy (moving to Bluecoat Aspley Academy in September 2024). However, the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications



For more information about Archway Learning Trust and the vacancy, please visit <https://www.archwaytrust.co.uk/vacancies/>. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role. We reserve the right to close applications earlier than the advertised date.

Closing Date: midnight Sunday 4th February 2024

Interview Date: TBC

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@archwaytrust.co.uk or telephone 0115 929 7445.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

POST TITLE:	Learning and Development Manager
GRADE:	Grade 13, Points 40 - 44
RESPONSIBLE TO:	Chief People Officer (CPO)

Job Purpose

The Learning and Development Manager will be at the forefront of developing, delivering and measuring the Archway Learning Trust people development strategy, ensuring that our people are highly skilled, expert practitioners and can be the very best in their roles in order to help build organisation and people capability.

The post-holder will be a dynamic leader with the ability to engage and inspire our leadership teams to improve leadership capability and develop our future leaders. You will unlock potential and enable high performance by getting up close and personal to truly understand the roles people perform and what will help them to learn, grow and contribute to the success of our Trust. Taking an open-minded approach to understand and then challenge the status quo, this role requires a high level of energy and resilience to ensure everyone has what they need to succeed.

As an experienced facilitator, coach and leader with experience in leadership development programmes, you will seek to win 'hearts and minds' and inspire others to do things differently in the relentless pursuit of excellence and success.

The post-holder will join the Archway Learning Trust (ALT) central HR team, having a Trust-wide remit across all our academies. Regular travel to our academies will be required.

General Responsibilities

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

Immediate priorities:

- Contribute to the development, implementation and review of the people development strategy and shape how we train and develop our teams and our leaders.
- Foster collaborative working relationships with internal teams to maximise the effectiveness of people development initiatives and harness the mindsets of curiosity and imagination.
- Develop and deliver a range of learning and people development activities including induction and on-boarding programmes, workshops (face to face and virtual), webinars and bespoke learning and development programmes, fostering a learning culture across our Trust, promoting continuous professional learning.
- Develop and deliver innovative and impactful development pathways that are value for money and equip staff with the skills they need to be successful.
- Support on all aspects of the employee lifecycle, stimulate a people-centric approach to change, and lead on interventions to support the development of an engaged, inclusive and inspirational culture.
- Lead on the development and utilisation of our internal learning and training software systems, assessing functionality and value added.
- Assist with the Apprenticeship strategy and support learners' managers, ensuring all development opportunities are identified and resourced to maximise the use of apprenticeship levy and the creation of career pathways.
- Collaborate with leaders and line managers to identify skills gaps and future learning requirements to develop departmental, academy and individual development plans, incorporating blended learning options such as coaching, mentoring, on-the-job training, workshops, face to face delivery and e-learning.

Other specific responsibilities:

- Establish an external network of like-minded individuals, transferring own learning where appropriate.
- Provide inspirational support and coaching throughout learning journeys, helping individuals to progress, achieve and reach their potential through effective learning transfer.
- Develop and deliver innovative and impactful development pathways that are value for money and equip staff with the skills they need to be successful.
- Act as an internal learning and development consultant advising leaders across our Trust on our people development offer, enhancing our development opportunities which will positively impact our employee engagement, satisfaction and retention.
- Work with the CPO to develop and shape the talent management strategy including talent identification, development and retention and succession planning – as well as supporting building future talent pipelines (including apprenticeships) and support leaders in embedding this successfully across our Trust.
- Lead on the development and utilisation of our internal learning and training software systems, assessing functionality and value added.
- Analyse Performance Development Reviews (PDRs) and staff survey data to identify training requirements and liaise with Trust leaders to prioritise.
- Lead on the research into how we could use Artificial Intelligence (AI) in a way that enhances our people development activities and offer.
- Work with external training providers building on existing and new relationships whilst monitoring quality and effectiveness of training delivered.

Other

- Be passionate about contributing to ensure our People Development Offer is of high quality and is cost effective.
- Foster a collaborative working relationship with a range of stakeholders to maximise the effectiveness of all people development activities and opportunities, supporting them to utilise all development tools to support the improvement of practice.
- Harness the mindsets of curiosity and imagination by keeping abreast of learning and development trends and innovative activity in the sector establishing an external network of like-minded individuals, transferring own learning where appropriate.
- Enable leaders to feel empowered to address and support people's development through coaching and feedback.

Any other duties as deemed appropriate by the CPO. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post holder before any changes are implemented.

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> • Good general education. • CIPD or equivalent learning and development qualification(s) or demonstrable equivalent work experience. • Leadership qualification or extensive knowledge/experience. 	<ul style="list-style-type: none"> • A relevant coaching or mentoring qualification(s).
Experience	<ul style="list-style-type: none"> • Experience in the design, delivery and measurement of effective learning and development interventions, coaching and mentoring in a professional context. • Proven track record of developing and delivering successful learning and development programmes and initiatives. • Generalist L&D experience across a variety of sectors. • Experience of delivering leadership development programmes/workshops. 	<ul style="list-style-type: none"> • Employee/people management experience/knowledge. • Experience of designing and developing e-learning. • Experience of delivering and supporting cultural change initiatives.
Knowledge and Understanding	<ul style="list-style-type: none"> • Working knowledge and experience of the full Training cycle. • Solid understanding and awareness of leadership theory and models. 	<ul style="list-style-type: none"> • Knowledge and understanding of the education sector. • Knowledge of Learning Management Systems.
Competencies	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to effectively communicate, build and maintain positive working relationships with leaders, colleagues and external agencies. • Relationship-building, credibility and influencing skills to change practice using a collaborative approach with multiple stakeholders at all levels. • Meticulously organised with the ability to be agile and handle changing priorities. • Exceptional problem solving skills and the ability to navigate through complex situations with tact and diplomacy. • Ability to collate, analyse and make data driven recommendations. • The ability to turn challenges into opportunities. • Excellent ICT and communication skills, including written communication and the ability to produce reports. • Ability to work flexibly and under pressure. 	
Personal Characteristics	<ul style="list-style-type: none"> • Confident, enthusiastic, motivated and committed with a genuine passion for developing and coaching people. • Motivation to continually improve standards and achieve excellence. 	

	<u>Essential</u>	<u>Desirable</u>
Personal Characteristics	<ul style="list-style-type: none"> • Commitment to Diversity, Equity and Inclusion and demonstrate professional integrity and ethical leadership. • Willingness to work within the Christian ethos of the Trust. • Team player who can also work using own initiative. • Resilient and self-aware. • Adopts radical candour and comfortable in giving and receiving feedback at all levels. • Committed to continued professional learning and development and the People Strategy and its success. 	
Suitability to work with children	<ul style="list-style-type: none"> • Commitment to safeguarding and a satisfactory enhanced DBS check. 	

