



LEARNING
ACADEMIES TRUST

**PLYMOUTH
TEACHERS AND
SCHOOL
ALLIANCE
PROGRAMME
MANAGER
RECRUITMENT
PACK**

BELIEVE YOU CAN, TOGETHER WE WILL

 www.learningat.uk  01752 914160  hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

Mrs Ciara Moran

About Learning Academies Trust

CEO: Mrs Ciara Moran

Location: Salisbury Road, St Judes, Plymouth, PL4 8QZ

Approximate number of pupils: 5000

Approximate number of staff: 900

Job Title	PTSA & ITT Programme Manager
Terms of contract	Permanent
Grade	Grade F
Salary FTE	£34,811-£37,563
Actual annual salary	£29,924-£32,289
Hours/weeks	37 hours per week / 39 weeks per annum
Closing date	11 th September 2026
Proposed interview date	Tbc
Anticipated start date	Tbc

Key Purpose

- To lead, manage and develop all operational and programme delivery functions of Plymouth Teachers and Schools Alliance (PTSA), ensuring the successful delivery of Apprenticeships, Initial Teacher Training (ITT), Early Career Framework (ECF), Continuing Professional Development (CPD), leadership development programmes, international partnerships and any future educational projects.
- The postholder will provide strategic and operational leadership across PTSA, ensuring programmes are delivered efficiently, compliantly and to a high standard. They will oversee programme planning, quality assurance, compliance, stakeholder engagement, financial monitoring and marketing activity whilst supporting the wider school improvement priorities of Learning Academies Trust.
- The Programme Manager will act as the operational lead for PTSA and line manage the Apprenticeship and PTSA Operations Coordinator.

Key Responsibilities

Programme Leadership and Management

- Lead the operational delivery of all PTSA programmes and projects.
- Develop annual operational plans, delivery schedules and programme timelines.
- Monitor programme performance against agreed objectives, targets and budgets.

- Ensure a high-quality customer experience for all participants, schools and partners.
- Support the development of new training programmes, partnerships and educational initiatives.
- Produce regular reports for Trust leaders, PTSA governance groups and external partners.
- Represent PTSA at local, regional and national meetings, conferences and professional networks.

Apprenticeship Leadership

- Lead and manage all apprenticeship provision delivered through PTSA.
- Act as the key point of contact with trainers, awarding bodies and employers.
- Monitor apprentice recruitment, enrolment, retention, achievement and completion rates.
- Ensure compliance with ESFA and apprenticeship funding requirements.
- Oversee apprentice progress reviews, data tracking and quality assurance processes.
- Support and coach apprentices where required, particularly for Level 3 Teaching Assistant and Early Years programmes.
- Manage apprenticeship budgets and income.
- Develop and expand apprenticeship opportunities across Learning Academies Trust and partner organisations.
- Ensure robust systems are in place for safeguarding, documentation, evidence collection, audit readiness and apprenticeship compliance, including Ofsted preparation, required uploads, accurate data completion, DfE funding registration and keeping relevant funding, learner and provider portals up to date.

Initial Teacher Training

- Lead the operational management of PTSA's Initial Teacher Training provision.
- Coordinate recruitment, selection and placement processes.
- Maintain effective partnerships with universities and placement schools.
- Oversee trainee onboarding, induction and ongoing programme support.
- Monitor recruitment targets, retention and programme outcomes.
- Ensure all ITT documentation, handbooks, resources and website content remain accurate and compliant.
- Support wider recruitment strategies to promote teaching as a career and increase trainee numbers.

Early Career Framework

- Coordinate PTSA's involvement in the delivery and promotion of ECF programmes.

- Work collaboratively with the Teaching School Hub and delivery leads
- Support the LAT ECF delivery leads with all administration.
- Monitor participation, engagement and programme feedback.
- Ensure effective communication between schools, delivery leads and external partners.

CPD and Leadership Development

- Lead the administration and coordination of CPD programmes, conferences, networks and leadership development opportunities.
- Ensure programmes are effectively marketed and viable.
- Oversee bookings, communications, evaluations and reporting.
- Develop systems to evaluate impact and participant satisfaction.
- Support the strategic development of PTSA's professional learning offer in response to local and Trust needs.
- Coordinate leadership development programmes and collaborative school improvement networks

International and Partnership Work

- Coordinate international projects, partnerships and educational exchanges.
- Manage communications, logistics and programme administration associated with international activity.

Operational Management

- Lead administration systems and business processes for PTSA.
- Ensure effective management of programme data, records and reporting systems across PTSA activity.
- Oversee website management, promotional materials and social media activity.
- Ensure accurate record keeping in line with data protection requirements.
- Manage PTSA communications with schools, participants and stakeholders.
- Coordinate PTSA events, meetings and governance requirements.
- Evaluate and improve operational systems and processes to maximise efficiency

Financial Management

- Monitor programme budgets, income and expenditure.
- Support the development of annual budgets and financial forecasts.
- Ensure accurate processing of purchase orders, invoices and income collection.
- Monitor programme viability and provide recommendations regarding future delivery.
- Produce financial information and reports as required

Trust Alignment and School Improvement

- Support the wider Learning Academies Trust school improvement strategy.
- Work collaboratively with Trust leaders, school leaders and improvement partners.
- Coordinate projects and initiatives arising from Trust priorities.
- Contribute to workforce development across the Trust.
- Support the delivery of Trust-wide professional learning and leadership development programmes.

Customer Service

- Handle enquiries (email, phone, and in-person) professionally and efficiently, acting as the first point of contact for PTSA.
- Liaise with schools, training providers, and external partners to ensure smooth communication and coordination.
- Maintain confidentiality and comply with data protection policies at all times.

Compliance and Policies

- Adhere to organisational policies, including health & safety, equality, and data protection.
- Maintain safeguarding records and ensure compliance with statutory requirements.
- Support statutory, regulatory and organisational audits and inspections.
- Ensure work is carried out in line with relevant procedures, regulatory requirements and statutory duties.

Coordination and Organisation

- Schedule meetings, appointments, and diary management support where required.
- Arrange meetings, including preparing agendas, taking minutes, and following up on actions.
- Support the coordination of events, projects, or departmental activities.
- Lead administrative workflows and prioritisation across the team.
- Identify and implement improvements to administrative processes.

Conduct

- To act in a professional and confidential manner with all school information.
- To work co-operatively with others and to show commitment to the PTSA and central teams, through attendance at meetings, contribution to shared goals and active participation in wider Trust work.
- To provide appropriate cover and support across PTSA and central team functions as required
- To promote the image of the organisation in all contact with the local and wider community

Other Duties

- You are required to undertake such other duties appropriate to your grade and content of the work as may reasonably be required of you. The above list of duties is not intended to be exhaustive, and the Trust reserves the right, in consultation with you, to amend and update your job description to reflect changes to the role.

Safer Recruitment

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
- The post holder will be required to undertake a DBS Enhanced Disclosure. Further information about Disclosure & Barring is available from www.homeoffice.gov.uk/dbs

Person Specification

Attributes	Essential	Desirable
Qualifications	- Degree level qualification or relevant professional experience - Maths and English GCSE or equivalent grade C/4 or above - Relevant project, programme management, education or leadership qualification.	Safeguarding and safer recruitment training
Experience	- Experience of managing complex programmes or projects. - Experience working within education, training or workforce development. - Experience managing multiple priorities and stakeholders. - Experience of budget monitoring and financial administration. - Experience of leading operational processes and systems. - Experience of line management. - Experience of partnership working and stakeholder engagement. - Experience of reporting, analysis and quality assurance.	- Apprenticeship programme management. - Initial Teacher Training administration or leadership. - ECF or Teaching School Hub programmes. - CPD programme delivery. - International educational projects. - Marketing and communications experience

Skills and Knowledge	• Strong organisational and programme management skills. • Ability to analyse data and produce meaningful reports. • Excellent written and verbal communication skills. • Strong interpersonal and relationship-building skills. • Knowledge of apprenticeship funding and compliance requirements. • Understanding of current educational workforce development priorities. • Strong digital and IT skills. • Ability to work independently and take initiative. • Excellent problem-solving and decision-making skills	• Experience of coordinating training, CPD, events, school networks or professional development programmes.
Personal Attributes	• Commitment to safeguarding and protecting the welfare of children • Commitment to high-quality learner support, inclusive practice and professional development. • Ability to work effectively both independently and as part of a team, using initiative to prioritise workload and meet deadlines. • A calm and courteous, flexible and professional approach, particularly when under pressure • Able to maintain confidentiality • To be punctual, reliable and trustworthy • Able to demonstrate enthusiasm and be responsive to change • Willingness to learn and develop both self and others • Willingness to be flexible with working hours to respond to the needs of PTSA and apprenticeship delivery.	

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us

in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.

