

JOB DESCRIPTION

Trust Learning & Development (L&D) Coordinator

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	Trust Learning & Development (L&D) Coordinator
Salary/Range:	£32,203 FTE per annum (Support Staff Group 5)
Hours:	37 (5 days per week) Full time – 52.14 weeks
Base:	SPT Office, Truro. Will be required to travel to schools within the Trust across Cornwall, Devon and Torbay.
Responsible to:	Trust HR Lead
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External	Internal: Headteachers, SLT, HR Coordinator, Outreach Team, school-based staff, team members. External: Training Providers, Apprenticeship Service

Main Purpose of Job:
- The Learning & Development Coordinator will play a key role in developing and enhancing the Trust's CPD / learning and development offer. - The postholder will coordinate learning programmes, apprenticeships and professional development activities, supporting the Trust-wide Learning Communities meetings, and provide administrative support to the wider HR team. - They will help create a culture of continuous learning by designing engaging development opportunities, maintaining effective systems and processes, and ensuring colleagues have access to high-quality learning experiences throughout their employment with the Trust.

Main Duties and Responsibilities:
Learning & Development Coordination and Delivery Support the development and implementation of the Trust's CPD strategy, aligned with organisational priorities.

- Design and develop blended learning solutions using a range of digital, virtual and face-to-face learning methods.
- Create practical learning resources including guides, toolkits, presentations and assessments.
- Curate and maintain role-based learning pathways and development programmes for employees across the Trust.
- Conduct learning needs analysis and make recommendations for learning solutions that address capability and skills gaps.
- Facilitate engaging training sessions, workshops, inductions and development programmes both virtually and in person.
- Support the development and delivery of leadership, management and workforce development initiatives.
- Evaluate learning effectiveness through feedback, participation data and impact measures, making improvements where required.
- Maintain awareness of learning technologies, instructional design approaches and emerging L&D best practice.
- Assign, monitor and maintain mandatory and statutory training requirements across the Central Team, ensuring employees are enrolled onto relevant learning and compliance programmes.
- Monitor training completion rates, follow up outstanding compliance requirements with employees and managers, and produce compliance reports to support organisational assurance and regulatory requirements.

Apprenticeships, Career Development and Workforce Capability

- Promote apprenticeship opportunities and support staff to access apprenticeship programmes and development pathways.
- Manage the Trust's apprenticeship administration, including the Digital Apprenticeship Service (DAS) account and related processes.
- Monitor apprenticeship levy utilisation and ensure compliance with Education and Skills Funding Agency (ESFA) requirements.
- Maintain positive relationships with apprenticeship and training providers.
- Track apprentice progress and support the celebration and promotion of apprenticeship successes across the Trust.
- Support career development, succession planning and wider talent development initiatives.
- Contribute to the development of career pathways and workforce development frameworks.

Learning Communities and SEND Professional Development Administration

- Provide administrative support for Trust-wide Learning Communities and professional development networks.
- Coordinate meeting schedules, invitations, attendance monitoring and participant communications.
- Ensure appropriate attendance at Learning Community meetings and follow up where required.

- Support meeting delivery by preparing agendas, organising venues or virtual arrangements and coordinating hospitality where necessary.
- Produce meeting notes, transcriptions and other documentation to support effective information sharing.
- Work closely with SEND Advisors and other stakeholders to ensure Learning Communities operate effectively and achieve their objectives.

HR Administration and Recruitment Support

- Provide general administrative support across the HR function, including monitoring and responding to enquiries received through the HR inbox.
- Act as a first point of contact for routine HR queries, escalating matters where appropriate.
- Support recruitment and onboarding activities, including advert administration, agency liaison, recruitment communications, pre-employment checks and compliance activities.
- Coordinate onboarding arrangements to ensure a positive induction experience for new central team employees.
- Maintain accurate HR records, databases and personnel information in line with GDPR requirements.
- Update HR systems, documentation, procedures and standard operating processes as required.
- Support HR projects and initiatives that contribute to service improvement and employee experience.

Engagement, Wellbeing and Communications

- Promote a culture of continuous professional development and lifelong learning across the Trust.
- Support Trust-wide wellbeing initiatives through the creation and distribution of communications and resources.
- Develop and maintain engaging learning and development communications, including newsletters, promotional materials and success stories.
- Contribute to the development of learning, recruitment and employer branding materials.
- Produce reports and management information relating to learning, apprenticeships, compliance and workforce development activity.

Skills:

- Learning and development coordination and facilitation.
- Strong communication, stakeholder engagement and relationship-building skills.
- Organisation, administration and event coordination.
- Digital learning systems and content creation.
- Data analysis, reporting and record management.
- HR administration and recruitment support.

Personal Qualities:

- Organised, proactive and self-motivated.
- Collaborative, approachable and customer-focused.
- Committed to inclusion, wellbeing and SEND.
- Adaptable and solution-focused.
- Reflective, professional and committed to continuous improvement.
- Discreet and able to maintain confidentiality.

Trust Description/Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the Southwest.

The Trust was founded in 2016 and is now made up of ten schools and ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So, we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed, and when we say 'succeed' we don't just mean academically.

When you work with us, you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different; we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

We are...

Ambitious. We believe in setting new standards and consistently raising them through the quality of our work and approach.

Aspirational. We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

Purposeful. We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

Genuine. Honesty, transparency, and authenticity are what all our work is built on.

Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

Energetic. We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

Specialist. We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Minimum of 5 GCSEs (Grade C/4 or above), including English and Maths Proficient IT competency including Microsoft Office 365 applications (Word, Excel, PowerPoint, Teams)	CIPD Level 3 (or working towards) Qualification in Learning & Development, Training, Coaching or Education Understanding of apprenticeship programmes and funding arrangements within the education sector	Application Form
Skills and Experience	Experience of working in a learning and development, training, HR, education or similarly customer-focused administrative role Experience of coordinating events, training programmes, meetings or projects Experience of maintaining accurate records, databases and management	Experience of designing or delivering training, workshops or learning resources Experience of managing apprenticeship administration or working with training providers Experience of using Learning Management Systems (LMS) or	Application / Interview

	information Ability to communicate effectively with a wide range of stakeholders and provide advice, guidance and support	digital learning platforms Experience of working within an education, public sector or Multi-Academy Trust environment	
Specialist Knowledge and Skills	Understanding of learning and development principles and the importance of continuous professional development (CPD) Strong organisational and project coordination skills Ability to analyse data and produce accurate reports Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	Knowledge of apprenticeship levy processes and the Digital Apprenticeship Service (DAS) Knowledge of instructional design approaches and blended learning methodologies	Application / Interview
Behaviours and Values	Excellent customer service and stakeholder engagement skills Ability to work proactively and use initiative Effective communication skills, both written and verbal, with people at	Confidence facilitating meetings, workshops or training sessions Able to work with minimal supervision Able to adapt quickly and reprioritise work to meet changing organisational needs	Application / Interview

	all levels		
	Proven planning, organisation and time management skills		
	Excellent attention to detail and accuracy		
	Collaborative approach and ability to build positive working relationships		

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	Applications must be submitted via MyNewTerm, please visit: Special Partnership Trust - Vacancies to view the vacancy and complete the online application form. Please note that we do not accept CVs.
Contact details:	HR can be contacted at recruitment@specialpartnership.org or by phoning 01872613115. Address: Special Partnership Trust, C/o Pencalenick School, St Clement, Truro, TR1 1TE
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work scheme
- Long Service Awards
- Family friendly policies/Flexible working
- Continued professional development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at www.specialpartnership.org