



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Head of Professional Learning & Development

CENTRAL SERVICES

ROLE SPECIFICATION

Academy / Department	Central Services
Post title	Head of Professional Learning & Development
Responsible to	Director of People & Organisational Development
Full time Salary	Central Services Band 6T Min £64,354 to LQ2 £72,128
Working Pattern	Full time, 52 weeks
Working Hours	08:30-16:30, with flexibility as required by the role
Pension	Local Government Pension.
Annual Leave	29 days + bank holidays (up to 5 years' service) 31 days + bank holiday (after 5 years' service)
Line Management Responsibility	Yes

ROLE SUMMARY

Are you an experienced Head of Professional Learning & Development with a background in large scale organisational talent management and pathways? Do you have the vision and ambition to deliver a best-in-class, Trust-wide and large-scale professional learning and development provision to support our strategy of Talent and Expertise?

Are you able to define a learning strategy and take the lead on the provision of professional learning and development across the Trust and codify what high quality professional learning looks like?

Are you able to deliver employee experience as a critical organisational factor, working within the People & OD Directorate to create value led and engaging environments to support the success of the Trust, assessing and addressing within the learning offer what has the greatest impact on the employee experience?

The Astrea Talent Programme is a critical element of the Trust in how we illuminate our people and connect them with their purpose, delivering professional development and learning and fostering a culture of a continuous learning.

One of our strategic priorities is Talent and Expertise. This new position in the Trust is essential for enhancing our professional learning and development offer, demonstrating our commitment to the development and future of our people. You will also play a critical part in supporting the development of the next generation of professionals, who will shape and influence the lives and achievements of children.

You will own the redesign of professional learning and development, leading and iterating on our Trust talent framework (Astrea Talent Programme) with a strategic approach to long-term sustainable transformation. You will lead the team to deliver our vision, utilising operational excellence principles to build strong workforce strategies and fostering professional growth.

You will have a strong understanding of learning and development frameworks, training and learning needs analysis, including workforce planning and optimisation, anticipating future skills needs and aligning development programmes with emerging trends/needs.

You will make professional development a core pillar of the Trust's employer brand, ensuring it is marketed internally and externally, including the responsibility for storytelling and showcasing success through case studies and events. You will play an integral part in the

Education Directorates with teacher development pathways, through engagement with external networks (e.g. Teaching School Hubs, DfE initiatives, sector-wide collaborations) to keep the Trust at the cutting edge of national practice.

You will provide innovative and creative professional development ideas on how we can continually improve and support employee retention, nurturing talent and creating a culture of continual learning and growth mindset. You will be a brand advocate, helping to champion the Trust's offer in the sector and encouraging a collaborative approach to sector-wide improvement.

You will use organisational metrics and apply people analytics to understand and mitigate issues (workforce analytics), removing barriers to learning, redefining how we value talent and measure impact. Strengthening the link between learning strategy and workforce planning, delivering impact reports on trust-wide KPIs and strategic workforce metrics (e.g., retention, progression, engagement scores).

You will be pivotal in the development of a vibrant marketing and talent programme identity. You will contribute to the planning of high-profile events to showcase the impact of the Astrea Talent Programme and its enormous value to our people and the Trust. In addition, you will be pivotal in the development of a trust-wide digital knowledge hub (intranet), as an integrated learning hub where resources are accessible and communication is strengthened, leading and owning the 'Astrea Talent Programme' resources and communications.

You will:

- ★ Lead the learning and development team, fostering a collaborative and innovative environment
- ★ Navigate the professional development and learning needs of the Trust to understand what skills and needs are required, diagnosing underlying challenging and opportunities and selecting the best approach for the Trust.
- ★ Work closely with leadership teams to embed our shared vision and values.
- ★ Be integral in supporting education directorates in the successful management of the Trust's current Early Career Teacher (ITTECF) programme and National Professional Qualifications (NPQs), ensuring quality and participation working closely with our delivery partners and appropriate bodies. Work closely with the education teams to ensure that the Trust teacher development offer links effectively and coherently across teams, networks and initiatives.
- ★ Ensure that we have great training partners and work with our internal experts to upskill our people in SEND with training and career pathways aligned to the trust strategy to go further for children who need more. These training and development opportunities will ensure high quality support for students with SEND.
- ★ Synthesise best practice to reach a Trust-wide understanding of what excellence in professional development and learning looks like, codifying the best ways for it to be delivered across the Trust and improving equity in approaches at academy level
- ★ Support and collaborate with the Director of People & Organisational Development with budget reviews and financial planning, across cost of course (non-funded), resource cover requirements, hours allocated to training and time to train policy.
- ★ Support with the organisation of Trust-wide events and conferences, celebrating successes and sharing key Trust messages.
- ★ Collaborate with school leaders and internal departments sharing best practice and knowledge to ensure our people have a positive experience when learning.
- ★ Develop strong relationships across departments and academies, understanding the Trusts organisation structure, culture, and strategic goals, aligning the ATP with broader workforce development.
- ★ Report as required to the executive board and trustees on data to create meaningful

- reports and data insights ensuring KPIs are met.
- Oversee the financial management and revenue streams for relevant professional learning delivery models and budget management.

KEY AREAS OF RESPONSIBILITY

Leadership and Management

- Lead the organisation, communication, and administration of the Astrea Talent Programme.
- Provide strategic leadership and direction to the Professional Development and Learning team, fostering a culture of excellence and continuous improvement.
- Ensure the programme aligns with the Trust's strategic objectives and delivers measurable outcomes.
- Chair relevant project team meetings and oversee the project plan, budget, and external partner relationships.
- Adopt a project management approach to drive consistent delivery, ensure alignment with key milestones and deliverables.

Programme Development

- Design a programme of Trust-wide training across learning and development, both qualification and enrichment based, compliance, technical, soft skills training upskilling and reskilling.
- Conduct a Trust and school-based training and learning needs analysis to identify current skills and future requirements.
- Support development of the Trust intranet with a knowledge hub and create an online, personalised training portal.
- Design and implement innovative training solutions that address the diverse needs of staff across the Trust.
- Design and develop a robust offering for apprenticeship programmes with preferred training partners, developing pledge gifts to others maximising community engagement.
- Work in collaboration with school leaders and recruitment to scope and deliver an apprenticeship strategy for entry level opportunities, shaping the futures of school leavers.
- Design and develop line management and leadership training for all employees, with a calendar of accessible workshops with measurable outcomes.
- Introduce a succession planning framework linked to leadership development programmes.
- Include mentorship and coaching networks as a formal part of the talent architecture
- Oversee and manage e-learning provisions and portals with clarity on both requirement and time allocation.
- Develop the skills matrices for the trust embedded into schools learning programmes.

Employee Experience

- You will review and redesign our employee experience in relation to their success and growth at work, ensuring a robust appraisal cycle, induction programmes and new starter welcomes, monitor successful inductions and ensure access to learning from the onset.
- Design and implement learning initiatives that enhance employee engagement, wellbeing, and career satisfaction including the onboarding experience
- Use employee feedback, engagement surveys, and experience data to inform and improve learning offerings.
- Ensure learning pathways are inclusive, accessible, and tailored to diverse employee needs and aspirations.
- Oversee the design, development, and delivery of high-impact learning programmes,

- including leadership development, onboarding, and career progression.
- ★ Introduce innovative learning methods (e.g. digital platforms, coaching, peer learning) to support flexible and personalised development.
- ★ Evaluate the effectiveness of learning interventions and continuously improve based on data and feedback.
- ★ Ensure access to resources, information and self-directed learning using digital technologies
- ★ Oversee the learning hub integration with hosts and links to learning platforms, knowledge sharing and encourage a growth mindset for continuous learning and personal investment
- ★ Promote internal workshops, Trust training calendars, directorate offerings and CPD opportunities

Collaboration

- ★ Forge close working relationships with leads from the primary and secondary directorates to ensure the successful delivery of all professional development activity.
- ★ Foster strong relationships with external partners and stakeholders, including training providers and industry experts.
- ★ Work closely with various departments, including marketing and IT, to ensure the successful implementation of the programme.
- ★ Collaborate with school leaders to ensure the programme supports school improvement priorities and enhances teaching and learning outcomes.
- ★ Work closely with the Head of People on Trust induction processes, time to train and successful onboarding programmes that require time to train allocation.

Training Delivery

- ★ Ensure the talent programme includes commissioned training, internal training (centrally delivered, online, and school-based), shadowing opportunities, mentoring opportunities, and professional development opportunities.
- ★ Commission and where relevant develop e-learning and training courses that are accessible on a flexible basis as self-learning.
- ★ Use data from the monitoring and evaluation of the effectiveness of training programmes to inform continuous improvement.

Operational Excellence - Continuous Improvement

- Create a culture of continuous learning by developing e-learning and training courses, accessible on a flexible basis as self-learning.
- Ensure the programme is part of the promotion role for every vacancy and included in the marketing and induction materials for every new starter.
- Regularly review and update the programme to ensure it remains relevant and effective.
- Implement a robust quality assurance framework to ensure the highest standards of training delivery.
- Remaining up to date with modern training methods and tools.

Education and Training		
Educated to degree level or equivalent demonstrable experience	•	
Project Management Qualification		•
HR/Learning & Development Practitioner or demonstratable experience in HR/professional development	•	
Chartered Member of CIPD		•
Qualified Adult Trainer		•

Operational Excellence Training (ISBL)		•
Knowledge		
Knowledge and understanding of the education sector and teacher training (DfE golden thread of early careers frameworks)		•
Strong understanding of learning and development frameworks as talent architecture across training and learning needs analysis, including workforce planning and optimisation.	•	
An understanding of workforce planning and succession planning	•	
Greater depth of knowledge of learning and development resources, material coordination, toolkits, and user experience.	•	
Strong knowledge of the Apprenticeship levy, cohorts and pledges, OTJ and risk profiles for learners.	•	
Knowledge of safeguarding and compliance management of safeguarding training		•
Experience		
Demonstrable experience in the management of learning and development in a large organisation, through talent architecture frameworks.	•	
Experienced in developing and supporting colleagues through professional development.	•	
A deep knowledge and clear understanding of educational legislation and policy, the statutory framework for education, new innovation and recent developments		•
Demonstrable experience of working with and managing multiple senior leader stakeholders.	•	
Experience of quality assurance and contract (QA/QC) across professional learning material	•	
Experience of managing key delivery partners and delivery partner auditing	•	
Experience of overseeing and directing blended learning methods.	•	
Experience of developing skills matrix reports for department, that underpin the development of staff and support capacity planning in teams.	•	
Professional Skills		
Have existing relationships to be able to develop partnerships with others in sector to remain aligned with best practice and sector trends		•
Proven experience in leading large-scale training and development programmes.	•	
Strong project management skills with the ability to oversee complex projects and manage budgets.	•	
A track record of successfully implementing innovative training solutions that have led to measurable improvements in staff performance and outcomes.	•	
Experience in designing and delivering e-learning and blended learning programmes.		•
Resilient -with the ability to handle high levels of pressure and be able to meet deadlines	•	

Excellent communication and interpersonal skills, with the ability to engage and inspire staff at all levels.	•	
Strong leadership and management skills, with the ability to motivate and develop a high-performing team.	•	
Ability to analyse data and use it to inform decision-making and drive continuous improvement	•	
Personal Qualities		
Confident, enthusiastic, and motivated with a passion for learning and professional development	•	
Commitment to self-development and continual improvement	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
A proactive and innovative approach to problem-solving.	•	
A strong sense of integrity and professionalism.	•	
A collaborative and inclusive leadership style.	•	
Able to adapt to changing circumstances and bring new ideas to the team	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management Responsibility		
This role will have line management responsibility.	Yes	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Have a commitment to your own continual learning and professional development
- ★ Behave in a manner that is professional, friendly, and fair demonstrating and role modelling politeness and respectfulness.
- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE)
 - Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust-wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.
- ★ This role is based at the Trust head office, the Quadrant, Parkway Avenue, Sheffield, S9 4WG. Travel will be required in this role across South Yorkshire and Cambridgeshire academies. It is essential that the postholder be able to make their own arrangements to travel efficiently between sites when required.

Disclosure Barring Service Check (DBS)	Yes This role is subject to a satisfactory enhanced DBS (disclosure and barring service) check.
Section 128 (S128) check	No