



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Learning & Development Partner

CENTRAL SERVICES

ROLE SPECIFICATION

Academy / Department	Central Services
Post title	Learning & Development Partner
Responsible to	Head of Professional Learning & Development
Full time Salary	£38,837 Level 4T
Pro-Rata Actual Salary	N/A
Working Pattern	Full time, 52 weeks
Working Hours	08:30 til 16:30
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	Y

ROLE SUMMARY

Are you an experienced learning and development expert with sparkle, passion, and the ambition to deliver a best in class learning and development provision?

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 fostering a culture of a continual learning mindset.

You will work under the leadership of the Head of Department, a new role to the Trust, to reshape and influence the ATP to be a talent programme delivering an institute approach to L&D across a number of professional development areas such as teacher development, apprenticeships and the growth and skills development of our people. You will provide strategic support for succession planning and workforce management, ensuring talent pipelines.

You will have accountability for the efficient management and coordination of the Trust's learning and development programme, the Astrea Talent Programme (ATP) incorporating professional and career development opportunities, providing innovative and creative ideas on how we can continually improve and support employee retention.

You will support the employee experience ensuring that we support the growth of our employees through positive appraisal compliance in schools and the identification of learning and development needs. You will work with the people team and school leaders over the identification of training needs analysis and learning needs analysis, identifying skills gaps, and supporting workforce optimisation and planning.

You will;

- ★* Work closely with leadership teams to embed our shared vision and values.
- ★* Support the Head of Department 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 the development of Trust inductions and support the design and development of a new leadership academy (within the ATP), to support both line managers and leaders with access to resources and training.
- ★* 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.

- ★* Work closely with the Education Directorates on teacher training initiatives and the ITTECF framework and ensuring staff access to NPQs
- ★* Monitor and manage team inboxes supporting L&D queries both from employee, external delegates, and school leaders.
- ★* Support supplier assessments for new training providers and their supply chain approval.
- ★* Oversee the L&D coordination of e-learning platforms and compliance reporting for employee completion, including the periodic reviews of e-learning applied to employee learning plans.
- ★* Support the marketing of the ATP to internal and external stakeholders.
- ★* Work closely with Trust professional development supply chain partners to ensure a great service and value for money
- ★* Work with academy operations managers and the People Partner's to identify training needs aligned with the Astrea Talent Programme cross collaborating and sharing information to support employees with their development, embedding a culture of continual learning.
- ★* Utilise data available to create meaningful reports and data insights and KPI's are met.
- ★* Support with the design and development of bitesize learning within the ATP across a number of topics important to our people, intellectual preparation and within a wider project for the Astrea Trust Knowledge and Learning Hub.
- ★* Ensure department administration is managed including training records, matrices, purchase order, joining instructions and delegate adjustments etc.
- ★* Provide strategic support for succession planning and workforce management, ensuring talent pipelines.
- ★* Create and develop internal marketing materials and accessibility to what is available.

KEY AREAS OF RESPONSIBILITY

Development of materials

- ★* Create engaging and effective training materials (e-learning modules, presentations, guides, videos) with blended learning options
- ★* Curate learning pathways through learning and development opportunities
- ★* Ensure content aligns with trust goals, compliance standards, and best practices.
- ★* Create structured **roll-out plans** for new content, ensuring timely communication and adoption
- ★* Develop marketing and engagement strategies to promote new training resources internally

Training Clinics

Embed the training and workshops/clinics into the employee experience strategy, ensuring all staff have equitable access to development opportunities.

- ★* Organise and deliver interactive training workshops for staff to deepen understanding of key topics.
- ★* Facilitate drop-in sessions for employees to access support and guidance on learning pathways.
- ★* Monitor attendance and feedback to continuously improve clinic delivery and attendance.
- ★* Curate a catalogue of courses and learning pathways aligned with trust priorities.
- ★* Ensure the institute offers blended learning options (face-to-face, virtual, and digital).

Employee experience

- ★ You'll support the development and delivery of inductions, mandatory, and specialist training that's engaging, inclusive, and rooted in best practice. Virtual and face to face.
- ★ Champion a culture of continuous learning and professional growth through visible campaigns and leadership engagement.
- ★ You will support new starters with their onboarding and access to learning requirements, ensuring they have a consistent and high-quality onboarding experience with us, working with the recruitment and HR functions.
- ★ You will manage and oversee our National College digital e-learning platform ensuring our people have the best e-learning experience. You will ensure mandatory training is reviewed annually with relevant leaders and that timings are allocated in advance to support allocated CPD time.
- ★ You will manage and oversee the people development software, ensuring compliance against probationary reviews, appraisals and objectives as part of our commitment to nurturing talent and expertise, and identifying learning and development opportunities within these cycles.

Apprenticeships

- ★ Support apprenticeship applications, both for apprenticeship roles and staff development apprenticeships, overseeing authorisation and approvals forms and the administration function.
- ★ Work with the Recruitment Partners for the recruitment of apprenticeships, supporting recruitment campaigns.
- ★ Monitor apprenticeships levy allocation and expenditure, allocation of training providers and apprenticeship enrolments and agreements.
- ★ Conduct quality check to ensure apprentices are supported and at-risk learners identified.
- ★ Support line managers with apprenticeship off the job training plans, allocation of the off the job hours and recording of and apprenticeship completion against training plan and end point assessments.
- ★ Monitor levy expenditure and cohort opportunities, including pledging funds to relevant community partners to support community engagement.
- ★ Have a good understanding of public sector apprenticeships targets, funding roles and eligibility criteria.

Leadership Academy

- ★ Support the Head of Department to design and develop the Astrea Leadership Academy focused on line management development and aspiring leaders, identifying the responsibility to talent spot, talent develop, and talent manage our people.
- ★ Support school leaders in delivery of the Aspiring Heads Leadership Programme.

Trust Professional and Career Learning and Development

- ★ Coordinate Trust wide L&D opportunities across a number of areas such as technical skills, human centric skills, safety skills, line management skills and meta skills.
- ★ Coordinate Trust wide e-learning, course review and quality assurance, learning plan allocation and compliance.
- ★ Coordinating access to personalised continual professional development (CPD) managing budget and course arrangements, joining instructions and time to train.
- ★ Monitor and support employee skills and support the People Team will employee performance development as per performance development annual cycles.
- ★ Including but not exhaustive of mental health training, health and safety training, curriculum-based training led by school leaders etc.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Demonstrable equivalent work experience learning and development or HR talent management.	•	
CIPD level 5 or equivalent experience		•
Evidence of commitment to continuous professional development	•	
GCSE English and Math at a minimum grade C or 4	•	
Management training or post graduate qualification		•
Qualification in Learning & Development, Education & Training, AET/PTLLS, or equivalent	•	
Knowledge		
Knowledge and understanding of the education sector and teacher training (golden thread of early careers frameworks)		•
Demonstrable experience and knowledge of Apprenticeships, levy cohorts and the digital apprenticeship scheme (DAS) portal. Off the job learning, skills and growth levy changes and 2026 changes to apprenticeships.		
Strong understanding of learning and development frameworks as talent architecture across training and learning needs analysis.	•	
An understanding of workforce planning and succession planning	•	
Good knowledge of learning and development resources, toolkits, and user experience.	•	
Knowledge of course coordination, delegate registration, joining instructions, purchase orders and attendance compliance.	•	
Experience		
Demonstrable experience in management learning and development in a large organisation.	•	
Experience of training on trust software systems and training materials, delivering training and assessment sessions	•	
Experience of managing multiple stakeholders	•	
Experience of managing supply chain training partnerships, relationship, and meeting management.	•	
Experience of delivering reporting metrics and KIP data	•	
Experience of managing e-learning platforms, maintenance, and compliance records.	•	
Experience of implementing effective learning and development programmes, creating brilliant user experiences.	•	
Experience of employee performance management cycles supporting line managers and the people (HR) team.	•	

Experience of ESOL to ensure all employees have access to English for Speakers of Other languages to support the Trust and their development at work		•
Professional Skills		
In depth knowledge of current learning and development best practice.	•	
Strong negotiation and influencing skills	•	
Ability to manage a varied and complex workload, delivering to timescales	•	
Excellent planning, organisation and negotiation skills	•	
Strong ICT skills including the ability to use and report from relevant software systems.	•	
Well-developed communication skills, the ability to inspire confidence in others	•	
Resilient -with the ability to handle high levels of pressure and be able to meet deadlines	•	
Personal Qualities		
Confident, enthusiastic, and motivated with a passion for people practice	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity, and Inclusion	•	
Ability to command credibility and respect		
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement, and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
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		
This role will have line management responsibility for others.	N/A	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Be committed to own professional development and learning
- ★* 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 2024)
- 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 may be required in this role across South Yorkshire and Cambridgeshire academies, but this is expected to be minimal. 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