



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Learning & Development Coordinator

CENTRAL SERVICES

## **ROLE SPECIFICATION**

|                                       |                                                                                                     |
|---------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Academy / Department</b>           | Central Services                                                                                    |
| <b>Post title</b>                     | <b>Learning &amp; Development Coordinator</b>                                                       |
| <b>Responsible to</b>                 | Head of Professional Learning & Development                                                         |
| <b>Full time Salary</b>               | £31,022                                                                                             |
| <b>Pro-Rata Actual Salary</b>         | N/A                                                                                                 |
| <b>Working Pattern</b>                | Full time, 52 weeks                                                                                 |
| <b>Working Hours</b>                  | 08:30am - 16:30pm                                                                                   |
| <b>Pension</b>                        | Local Government Pension.                                                                           |
| <b>Annual Leave</b>                   | 29 days + bank holidays (up to 5 years' service)<br>31 days + bank holiday (after 5 years' service) |
| <b>Line Management Responsibility</b> | N                                                                                                   |

## **ROLE SUMMARY**

Are you an experienced learning and development coordinator 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 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 work under the leadership of the Head of Professional Learning & Development, 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 training, apprenticeships and skills development and the evaluation and impact of.

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 play a crucial role in the support, delivering and success of our teacher training programmes, supporting the Department for Education (DfE) golden thread of teacher development across Initial Teacher Training, Early Careers Teaching and National Professional Qualifications.

- ★ You will support the Head of Professional Learning & 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.
- ★ You will support the development of Trust inductions and support the design and development of a new leadership and line management programmes (within the ATP), to support both line managers and leaders with access to resources and training.
- ★ You will collaborate with school leaders and internal departments sharing best practice and knowledge to ensure our people have a positive experience when learning.
- ★ You will 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 to support our teacher development placements with delivery partners and assessments with appropriate bodies.
- ★ ★ Work closely with the Education Directorates to ensure access to NPQs is available.
- ★ ★ 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 creation of training content and slide decks for published content.
- ★ ★ Utilise the trust training software to create engaging training material and bite sized user guides
- ★ ★ Support the marketing of the ATP to internal and external stakeholders.
- ★ ★ Work closely with Trust professional development supply chain partners such as Teach First, Ambition Institute and apprenticeship providers.
- ★ ★ Work with academy operations managers and the People Partner 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.
- ★ ★ 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.

## **KEY AREAS OF RESPONSIBILITY**

### **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 team for the recruitment of apprenticeships, supporting recruitment campaigns.
- ★ ★ 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.
- ★ ★ Have a good understanding of public sector apprenticeships targets, funding roles and eligibility criteria.
- ★ ★ Management of the DAS portal

### **Training Materials**

Produce multimedia content using PowerPoint, Pictory, and Articulate 360 to develop presentations, video-based learning resources, and interactive e-learning modules, including:

- Training videos
- Infographics
- Articles and learning resources

### **National College Digital E-learning**

- ★ ★ Managing user accounts, including creating profiles, allocating learning plans to staff

based on role and development needs.

- ★ Maintaining the e-learning platform to ensure compliance across the Trust.
- ★ Generate and submit monthly compliance reports to Operations Managers across all Academies.
- ★ Oversee the ongoing maintenance of the National College platform for functionality and compliance.
- ★ Supplier performance meetings and platform development needs.

### **People Development Software**

- ★ Manage user accounts, including creating, updating, and deactivating profiles.
- ★ Oversee line management structures for each academy to ensure accurate reporting relationships.
- ★ Provide training sessions and guidance to staff and managers on effective platform use.
- ★ Support with uploading objectives and maintaining accurate records for performance management.
- ★ Generate compliance reports and share insights with leadership and operations teams.
- ★ Create training materials, user guides, and resources to support platform engagement.
- ★ Act as the first point of contact for troubleshooting issues and resolving queries promptly.

### **Leadership and Management Academy**

- ★ Support the team to design and develop the Astrea Leadership Academy focussed 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 and preparation.

### **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.
- ★ Manage and oversee training trackers, learning agreements, certificate requirements for central reporting and recording
- ★ 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.

Other relevant duties as required.

### **PERSON SPECIFICATION**

|                                                                                                                                 | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Education and Training</b>                                                                                                   |           |           |
| Demonstrable equivalent work experience learning and development or HR talent management.                                       | •         |           |
| CIPD level 5 or equivalent experience                                                                                           |           | •         |
| Level 3 Award in Education & Training                                                                                           |           | •         |
| GCSE English and Math at a minimum grade C or 4                                                                                 | •         |           |
| Management training or post graduate qualification                                                                              |           | •         |
| <b>Knowledge</b>                                                                                                                |           |           |
| Knowledge and understanding of the education sector and teacher training (golden thread of early careers frameworks)            |           | •         |
| 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.       | •         |           |
| <b>Experience</b>                                                                                                               |           |           |
| Demonstrable experience in management learning and development in a large organisation.                                         | •         |           |
| Demonstrable business administration experience managing databases and information                                              | •         |           |
| Experience of utilising training software systems such as Articulate 360 and Pictory.                                           |           | •         |
| Experience of managing supply chain training partnerships, relationship, and meeting management.                                | •         |           |
| Demonstrable experience of Apprenticeships, levy cohorts and the digital apprenticeship scheme (DAS) portal.                    | •         |           |
| Experience of delivering reporting metrics and KPI 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.                         |           | •         |
| Evidence of commitment to continuous professional development.                                                                  | •         |           |
| <b>Professional Skills</b>                                                                                                      |           |           |
| 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                                                                 | •   |  |
| <b>Personal Qualities</b>                                                                                                                                   |     |  |
| 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                                                                                        | •   |  |
| <b>Line Management</b>                                                                                                                                      |     |  |
| 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.
- ★\* Commitment to own 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 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<br>Service Check (DBS) | Yes<br><br>This role is subject to a satisfactory enhanced DBS<br>(disclosure and barring service) check. |
| Section 128 (S128)<br>check               | No                                                                                                        |