

Reed's School Job Description

LEARNING AND DEVELOPMENT CO-ORDINATOR

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>The Role and Department:</p>	<p>This role sits within Reed's School's HR Department. Reporting to the Director of HR, the Learning and Development Co-ordinator will co-ordinate, promote and administer the Groups staff learning and development programme, ensuring that all teaching and support staff have access to high-quality, relevant, and cost-effective training and Continuing Professional Development (CPD).</p> <p>The roles core responsibilities include the co-ordination of staff induction, staff mandatory and safeguarding training compliance, and the maintenance of training records and learning systems. The role will involve monitoring training for both School-employed staff and self-employed coaches and tutors.</p> <p>Working within the HR team, and alongside the Senior Leadership Team (SLT), and the Designated Safeguarding Lead, the post holder will act as the first point of contact for all staff learning and development queries.</p> <p>This role would suit a proactive and highly organised individual who builds positive working relationships and is keen to contribute to a culture in which staff feel valued, supported, and developed.</p> <p>This is a part-time role working 3 days a week, term time plus 3 weeks during school holidays.</p> <p>The role holder will report into the Director of HR.</p>
<p>Main Duties and Responsibilities:</p>	<p>Learning and Development Co-ordination</p> <ul style="list-style-type: none"> • Co-ordinate the annual staff training and development calendar, working with the HR department and SLT to plan and schedule activity. • Provide administrative support as necessary for staff development activities, liaising with internal and external trainers, and managing attendance, evaluation, and follow-up actions. • Co-ordinate staff CPD requests, overseeing the approval process, arranging bookings, and recording expenditure against the training budget. • Where appropriate, design and deliver in-house training sessions, including e-learning content. • Actively promote learning and development opportunities to staff, maintaining up-to-date training information on the staff intranet and other internal communication channels. <p>Induction and Onboarding</p> <ul style="list-style-type: none"> • Co-ordinate the induction programme for all new staff, working with the HR team, line managers and relevant colleagues to ensure new starters complete their induction within 6 weeks. • Support the induction and training of self-employed coaches and tutors and volunteers as required.

Mandatory Training, Safeguarding and Compliance

- Monitor and co-ordinate mandatory and statutory training for all staff, including safeguarding and child protection, Keeping Children Safe in Education (KCSiE), Prevent, Health and Safety, First Aid, Fire Safety and Data Protection, working with managers to ensure training is completed within appropriate timescales.
- Plan and monitor annual renewal requirements for critical and time-limited qualifications and accreditations so that all staff stay compliant. This includes nurses' professional registration, lifeguard qualifications, and tennis coaches LTA accreditation.
- Assist with the organisation and delivery of first aid training.
- Assist the Designated Safeguarding Lead and relevant members of staff in ensuring that all staff, self-employed tutors and coaches and volunteers are trained and understand the policies, procedures and best practice designed to ensure compliance with ISI regulatory requirements, ensuring annual declarations are completed.
- Ensure accurate training evidence is readily available for ISI inspections, audits, and other external requirements.

Training Needs Analysis and Development

- Support the HR team with the appraisal and performance management process by analysing training needs identified in appraisals, identifying common themes to inform the staff development programme.
- Gather feedback and evaluate the impact of learning and development activity, using findings to support continuous improvement.

Learning Systems, Records and Reporting

- Maintain accurate and up-to-date training and CPD records for all staff across HR systems and Educare, ensuring data integrity, confidentiality, and compliance with Data Protection legislation.
- Support the administration of the training provider (Educare), ensuring content is uploaded and courses are assigned correctly to the relevant staff groups.
- Produce and analyse regular reports and management information on training completion and compliance for the Director of HR and SLT.
- Put processes in place to chase outstanding training and documentation as required.

HR Team Support

- Act as the first point of contact for learning and development queries, and escalating queries where appropriate.
- Assist in reviewing and updating learning and development policies and procedures, ensuring they remain compliant with legislation and reflect best practice.
- Identify opportunities to simplify processes, improve systems and develop more efficient ways of working.
- Be a proactive and flexible member of the HR team, supporting colleagues and wider HR projects when required.

	<p>Other</p> <ul style="list-style-type: none">• Undertake such other comparable duties as the Director of HR may require from time to time.• Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.
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Reed's School Person Specification

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	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Maths. 	<ul style="list-style-type: none"> CIPD qualification (or working towards).
Experience:	<ul style="list-style-type: none"> Previous experience of co-ordinating or administering training or working in an HR function. Experience of maintaining accurate records and producing reports or management information. 	<ul style="list-style-type: none"> Experience of working in an independent school or education setting, with an awareness of safeguarding and school regulatory compliance (including ISI and KCSiE). Experience of using a Learning Management System or HR database.
Skills and Knowledge:	<ul style="list-style-type: none"> Excellent organisational skills, with the ability to plan, prioritise and manage a varied workload and meet tight deadlines. Strong attention to detail, working logically and methodically. Confident communicator, both verbally and in writing, able to engage with staff at all levels. Able to analyse information and data and turn findings into practical actions. Technologically literate, with a good working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams), Google Docs and staff databases. An understanding of the importance of safeguarding and mandatory training within a school environment. 	<ul style="list-style-type: none"> Knowledge of adult learning principles and methods for evaluating the impact of training.
Personal Competencies and Qualities:	<ul style="list-style-type: none"> Excellent interpersonal and relationship-building skills. Proactive and able to work on own initiative, whilst recognising when to seek guidance. 	

	<ul style="list-style-type: none">• Able to work independently as well as part of a team, remaining calm under pressure.• Flexible and adaptable, responding positively to changing priorities.• Customer-focused, providing a helpful and professional service to staff at all levels.• The ability to maintain confidentiality where appropriate without compromising the integrity of the post, ensuring that compliance is not ignored, dismissed, or breached.	
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