

Learning and Development Lead Job Description & Person Specification

Contract Type:	Fixed Term Contract – 8 months
Hours:	30 per week
Salary:	£27,323 per annum for 30 hours / £33,699 (FTE)
DBS Disclosure Level:	Enhanced
Reports To:	HR Manager
Role Purpose:	<p>The Learning and Development Lead is a strategic and operational project role dedicated to strengthening the Coombe House culture of continuous professional development, excellence, and staff wellbeing. This fixed term project role has been created to ensure every member of staff is fully supported to grow, develop and thrive.</p> <p>The Learning and Development Lead is responsible for designing, delivering and evaluating a high-quality Learning and Development strategy that supports the continuous professional growth of all staff.</p> <p>Working in close partnership with the HR Manager, Senior and Executive Leadership teams and wider stakeholders, the postholder will carefully evaluate our current systems and processes, plan and develop improvements and champion a culture of learning, ensuring that development initiatives are aligned to Company priorities, responsive to staff needs, and contribute to improved performance, engagement and retention.</p> <p>The role is central to further developing and embedding our values-led learning culture, ensuring that development opportunities are purposeful, evidence-informed, and aligned with both individual career progression and Company priorities. Through robust analysis, innovative programme design, and measurable impact, the role will drive capability building, engagement, and long-term retention across the Company.</p>
Key Responsibilities:	<p>Strategic Learning and Organisational Development</p> <ul style="list-style-type: none"> • Work collaboratively with the HR Manager to co-design, develop and implement a comprehensive Learning and Development strategy aligned to Coombe House vision and values and goals. • Develop a systematic, data-driven approach to identifying skills gaps and organisational capability needs. • Champion a culture of continuous professional development and learning across the Company that reflects its commitment. • Develop capability frameworks and structured development pathways to support long-term growth.

Training Needs Analysis and Insight

- Lead and co-ordinate a robust and on-going training needs analysis (TNA) across all staff groups.
- Gather and analyse data through surveys, focus groups, appraisals and stakeholder engagement.
- Interpret data to identify skills gaps, trends and shape targeted learning and development interventions.
- Produce clear, meaningful reports and insights on learning and development metrics to inform decision-making.

Programme Design and Delivery

- Design, commission and oversee high-quality role-specific training programmes that are engaging, practical and impactful, ensuring a blended and inclusive approach to learning.
- Manage relationships with internal trainers and external training providers to ensure quality, relevance and value for money.
- Develop engaging training materials, toolkits and resources to support staff development.
- Where appropriate, to support the delivery of internal training sessions and facilitate workshops for staff and managers.

Induction, Onboarding and Early Career Development

- Review and enhance induction and onboarding programmes to ensure a structured, supportive and consistent experience for all new starters.
- Co-design tailored induction pathways for key staff groups, including Teachers and Learning Support Assistants.
- Work collaboratively with teaching colleagues, the school's SLT, Lead LSAs and the HR Manager to co-design and implement a joined-up induction and training programme for all new staff (including Teachers and LSAs), with tailored elements where required, ensuring a consistent experience that complements HR's onboarding processes and supports retention.
- Ensure onboarding reflects Company values, compliance requirements and role-specific expectations.
- Support initiatives that improve staff retention through effective early career development.

Staff Development and CPD Coordination

- Support the design, planning and delivery of staff development days and INSET programmes. This will include working closely with the HR team who ensure that annual compliance and mandatory training is incorporated into the cycle.

	<ul style="list-style-type: none"> • Liaise with leaders and managers to ensure training provision meets Company and departmental needs, including education specific training requirements (for example Assessments and EHCPs). • Ensure clear communication and coordination of all learning activities across stakeholders. <p>Evaluation, Quality and Continuous Improvement</p> <ul style="list-style-type: none"> • Implement robust evaluation processes to assess the effectiveness and impact of learning initiatives. • Analyse feedback and performance data to drive continuous improvement. • Apply emerging best practice in organisational development and learning design. <p>General Duties:</p> <ul style="list-style-type: none"> • Attendance at staff briefings. • Keep records in accordance with the company's record retention schedule and data protection law, always ensuring information security and confidentiality. • Maintaining information on school and company information systems. <p>The following duties are ones which all staff are required to perform:</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Observe health and safety procedures and work safely at all times; • To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role; • Undertake any other duties as required by your manager to meet the changing needs and demands of the Company; • Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. This job description is provided to assist the post holder to know their principal duties.

PERSON SPECIFICATION

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. CIPD or ILM Level 3 qualification (or above), or equivalent experience.	E
	2. Proven experience in Learning and Development or Organisational Development.	E
	3. Demonstrable experience designing and delivering successful L&D programmes.	E
	4. Experience working within an education and/or SEND setting is desirable.	D
	5. Experience working with senior stakeholders and influencing organisational change.	E
Skills & Knowledge	6. Adaptable communication style to liaise with all stakeholders	E
	7. Strong literacy and numeracy skills	E
	8. Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders	E
	9. Good understanding and ability to use ICT packages including Microsoft 365 and other relevant technology	E
	10. Strong analytical skills with the ability to interpret data and inform solutions	E
	11. Knowledge of learning methodologies, adult learning principles and blended learning approaches.	E
	12. Ability to design structured development frameworks and programmes.	E
	13. Strong organisational and time-management skills, with the ability to handle multiple tasks and deadlines effectively.	E
	14. Value and respect the views and needs of children and young people.	E
	15. Work collaboratively and supportively with colleagues within the organisation	E
	16. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.	E
Personal Attributes	17. Proactive and solution focused approach, with the ability to work independently and take ownership of responsibilities.	E
	18. Ability to build strong, collaborative relationships across all levels.	E
	19. Resilience to challenges.	E
	20. Commitment to safeguarding and equality, and to the ethos and values of Coombe House School and the Dorset Centre of Excellence.	E

	21. Commitment to continuous improvement and professional excellence.	E
	22. Adaptable to changing priorities and able to work under pressure.	E