



Job Title:	HR Manager – Training & Development
Responsible to:	Director of HR
Working pattern:	Full time, term time plus 2 weeks
Location:	APT Office (with regular travel to schools across the Trust)
Grade:	MG7 (£42,887 - £46,979 FTE)

Statement of Purpose

To deliver a highly effective training and development service. To ensure that staff at all levels have access to high-quality training and development opportunities that support professional growth, talent retention, leadership succession, and improved outcomes for students.

This role will provide strategic oversight while also working operationally with school leaders to embed a culture of continuous professional development across the Trust.

Main Duties and Key Responsibilities

Management

- Develop and implement a Trust-wide Training & Development Policy aligned to the Trust's vision, values, and school improvement plans.
- Identify current and future workforce training and development needs.
- Support succession planning and talent development initiatives across the Trust.
- Act as the Trust's subject-matter expert on learning and development best practice.

Training & Development

- Work closely with Headteachers and senior leaders to tailor development programmes to local needs while maintaining consistency across the Trust.
- Advise leaders on individual and team development plans, coaching, and mentoring approaches.

- To be part of the CPD Better Together Group (BTG) and Chair in absence of Director of HR.
- To manage the Schoot training platform to ensure consistency across the Trust.
- To allocate and track completion of mandatory online training for all staff.
- To work with HR Leads to standardise pre-onboarding information.
- In collaboration with the CPD BTG to standardise and manage a Trust level online induction programme (which will be supplemented by individual school-specific induction elements).
- Support the Governance Professional with the induction and mandatory training of Trustees and Governors.
- To provide support to the Executive Leadership Team, in the development of CPD partnerships and marketing materials.
- To provide support to school leaders in relation to CPD as required.
- To quality assure internal and external training programmes and advise senior leaders accordingly.
- To plan and coordinate Trust-wide joint INSET day programmes and activities.
- To support schools with consistent staff training records, maximising the use of technology.
- In collaboration with the Director of HR, Director of Education and HR leads, to support the upskilling of line managers in people management through targeted programmes.
- To provide support to the Director of Education in the coordination and arrangements for Leadership training events.
- To work with the Director of Education on CPD programmes that focus on improving student outcomes.
- To support the Director of Education and school leaders in relation to Teacher training programmes and routes into Teaching.
- To prepare training materials as required.
- To deliver in person training as required.
- To liaise with the MGS Apprenticeship Manager and provide support to apprentice onboarding as required.
- To develop and implement consistent training evaluation methods across the Trust.
- To produce termly training and development related reports on activity, take-up and evaluation.
- To liaise with school leaders and the Trust CFO on effective use of training budgets.
- To undertake training and development projects as required.
- To undertake generalist HR work as required to assist with capacity issues.

Collaboration & Engagement

- Build strong professional relationships with school leaders, HR colleagues, and wider Trust teams.
- Promote a Trust-wide culture of learning, wellbeing, and professional growth.
- Represent the Trust at external networks and professional forums where appropriate.

Any other reasonable duties as required by the Trust Executive Leadership Team.

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Experience	<p>CIPD Level 5 or above (or equivalent professional qualification).</p> <p>Good levels of literacy/numeracy, level 2 or equivalent in maths and English</p> <p>Significant experience in HR, Training & Development, or workforce development, ideally within education or a complex multi-site organisation.</p> <p>Proven experience of designing and delivering training and development policy and programmes at an organisational level.</p>	<p>Understanding of the SEND education sector and/or public sector workforce development</p> <p>Experience working within a Multi Academy Trust or local authority setting.</p> <p>Experience supporting leadership development programmes.</p> <p>Experience of maintaining an online training platform.</p>
Knowledge, skills, abilities	<p>Excellent communication and stakeholder management skills.</p> <p>Confident when speaking to senior leaders and subject matter experts.</p> <p>Excellent presentation skills.</p> <p>Strong analytical skills with experience of using data to evaluate impact and write reports.</p> <p>Competent with Microsoft 365 (Office Apps, SharePoint, OneDrive, Teams, PowerPoint).</p>	<p>Coaching experience.</p> <p>Knowledge of succession planning.</p> <p>Event management.</p>

Key Criteria	Essential	Desirable
	<p>Strong organisational skills; ability to prioritise and manage workload and deliver on time.</p> <p>Excellent planning skills and coordination skills.</p> <p>High degree of accuracy</p> <p>Ability to develop organisation-wide onboarding & induction programmes.</p> <p>Own vehicle and willing to travel to all Trust sites.</p>	
Work Related Personal Qualities	<p>Calm, friendly and professional manner.</p> <p>Ability to make decisions, share ideas and collaborate effectively across central and school teams.</p> <p>Customer service led approach.</p>	Independent learner with an interest in ICT developments in schools.
Other requirements	<p>Eligible to work in the UK.</p> <p>The post is subject to an enhanced DBS clearance.</p> <p>Flexibility in provision of service.</p> <p>Able to operate at a managerial and administrative level.</p> <p>Committed to own personal development.</p> <p>The post holder must be committed to safeguarding the welfare of children.</p>	