



Post Title	Learning and Development Manager
School / Organisation	Avanti Schools Trust
Location	Stanmore/Trust-wide (multi-site travel required)
Grade	Grade MG1.1 – MG1.5, £54,471 - £61,547 per annum
Hours	Full-time
Contract Type	Permanent
	Year-round
Reports to	Trust Education Lead
Preferred Start Date	July 2026

MAIN PURPOSES OF THE JOB

This is a senior management role within the Education team at Avanti Schools Trust. The Learning and Development Manager is responsible for ensuring that every member of staff across our 12 schools has access to professional development that is well-organised, purposeful, and rooted in the Avanti Way.

The primary focus of this role is coordination, commissioning, and systems leadership -- bringing the right people, platforms, and structures together. Where it adds genuine value and is the most practical solution, the postholder may also deliver training or facilitation directly. This requires someone who is equally comfortable handling detailed administrative and operational work, leading contract and supplier relationships, and engaging at a senior level with the CEO, TELs, and Trustees.

The postholder will play a central role in translating Avanti's philosophy -- including the Soul of Education framework (published August 2026) -- into a coherent and ambitious CPD offer. They will also manage the Trust's apprenticeship levy, ensuring it is used strategically to fund development activity across the organisation.

RESPONSIBILITIES OF THE JOB

CPD Planning and Calendar Management

- Own and maintain the Trust-wide CPD calendar, ensuring all development activity is planned well in advance, communicated clearly, and logistically supported
- Coordinate all Trust-wide events including LG (Leadership Group) Meetings (6 per year), Deputy Days (3 per year), Central INSET days (September and May), staff induction residentials (September and January), and Central Services school visits (spring term)
- Act as the single coordination point for training requests across Education, HR, IT, and Operations -- preventing duplication and ensuring coherence
- Manage the CPD budget, track spend, and report to senior leadership on value for money and return on investment

Soul of Education and Spiritual Insight CPD

- Lead the operationalisation of CPD grounded in the Soul of Education book (published August 2026), working with the CEO to develop a multi-year staff engagement roadmap
- Source, vet, and commission facilitators and trainers capable of delivering Spiritual Insight CPD that is authentic to the Avanti Way
- Curate or commission supporting materials, guides, and resources for SI CPD sessions in partnership with the CEO and TELs
- Where appropriate, deliver SI CPD introductory sessions or onboarding content directly



Mandatory and Compliance Training

- Own full compliance for all mandatory training across all 12 schools, including safeguarding awareness (KCSIE-aligned), data protection, health and safety, cyber security, and HR-related compliance
- Manage the annual compliance training cycle on Flick (in use until March 2027) and lead the procurement and transition to a replacement platform thereafter
- Manage all annual staff declarations, tracking completion across schools and escalating non-compliance to the relevant lead
- Produce regular compliance dashboards and reports for the Senior Leadership Team and Trustees

Leadership, Management and Professional Development Programmes

- Coordinate a monthly line manager training cycle, including Stone King legal management training, grassroots line manager skills, and PDR/appraisal management training
- Coordinate leadership development programmes including NVC, distributed leadership initiatives, faith immersion experiences for leaders, and external qualifications or accreditations
- Coordinate teacher professional development activity in partnership with TELs, including subject-specific CPD, behaviour framework training, and teaching and learning development
- Oversee the coaching programme: source and manage coaches, schedule sessions, track participation, and gather feedback
- Where required, deliver line manager training sessions, induction content, or other modules directly

Induction and New Joiner Experience

- Own the Trust-wide induction framework for all new staff, including coordination of staff induction residentials (September and January cohorts)
- Oversee the pre-door induction process (currently using Flick) and develop this into a richer onboarding experience over time, in line with the Avanti Way
- Ensure all new staff feel connected to the Trust's mission and values from day one

Apprenticeship Levy Management

- Own the Trust's apprenticeship levy account, ensuring funds are actively used and not allowed to expire
- Work with HR, Finance, and schools to identify roles and individuals who could benefit from apprenticeship programmes
- Manage relationships with training providers, ensure quality of apprenticeship delivery, and track progress and outcomes across all active apprentices
- Report annually to SLT on levy usage, apprenticeship activity, and value for money

Competency Framework and PDR

- Coordinate PDR (Performance and Development Review) management training for line managers across the Trust
- Maintain and develop templates and admin systems for the competency framework and PDR processes
- Take on oversight of appraisal tracking when an online system is in place

Training Technology and Platform Management

- Own and manage all training and compliance platforms, including Flick (until March 2027) and any replacement systems
- Lead the procurement of a replacement training platform to go live from April 2027, including managing the supplier selection process, contract negotiation, and implementation
- Work with the IT team to ensure digital and cyber safety training is scheduled and tracked within the broader CPD calendar
- Maintain a single source of truth for all training data -- participation, completion, cost -- enabling meaningful reporting



PERSON SPECIFICATION			
Criteria		Requirement	
		Essential	Desirable
1.	Genuine alignment with the values and ethos of Avanti Schools Trust	X	
2.	Demonstrated experience coordinating or managing L&D or CPD programmes in a complex, multi-site organisation	X	
3.	Experience sourcing, commissioning, and managing external facilitators, trainers, and coaches	X	
4.	Strong project and event management skills with excellent attention to detail, operating confidently across administrative and strategic tasks	X	
5.	Ability to manage multiple workstreams simultaneously and engage confidently with all levels of an organisation	X	
6.	Experience managing compliance training frameworks and using data to track and report on completion	X	
7.	Excellent written and verbal communication skills	X	
8.	Experience managing contracts, supplier relationships, and procurement processes	X	
9.	Confident and capable trainer or facilitator, able to deliver directly where needed		X
10.	Experience managing or administering an apprenticeship levy		X
11.	Familiarity with KCSIE and statutory safeguarding training requirements		X
12.	Experience working in or with a Multi-Academy Trust, school, or education setting		X
13.	Comfort with training technology and platforms (e.g. Flick, National College, or equivalent LMS)		X
14.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf</p>