

Person Specification

Job Title: Learning and Development Partner		
	Essential	Desirable
Education and Training		
A Chartered member of the CIPD	√	
CIPD recognised HR qualification level 5 or above	√	
Evidence of commitment to continuous professional development	√	
Further qualifications in HR engagement and communication		√
Professional and Experience		
Proven track record in learning and development, including needs assessment, program design, and evaluation.	√	
Experience of developing and implementing L&D strategies and frameworks	√	
Experience in developing competency frameworks, career pathways, and learning plans.	√	
Proven experience of supporting the development and delivery of HR strategies and delivering associated action plans	√	
Familiarity with Apprenticeships, Initial Teacher Training (ITT), Early Career Framework (ECF), and National Professional Qualifications (NPQ) programs.		√
Knowledge and Skills		
Strong strategic planning and project management skills.	√	
Excellent leadership and team collaboration skills.	√	
Ability to conduct comprehensive learning needs assessments and develop effective training programs.	√	
Strong analytical skills to evaluate training effectiveness and measure return on investment.	√	
Excellent communication and presentation skills, with the ability to engage and inspire others.	√	
Ability to create and maintain up-to-date, relevant, and engaging learning materials and resources.	√	
Strong understanding of compliance and regulatory requirements related to training programs.	√	
Ability to mentor and coach employees, providing guidance on career development and training opportunities.	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
Experience of the Education Sector		√
Personal Attributes		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	

Ability to work effectively with diverse stakeholders and build strong working relationships.	√	
A positive and enthusiastic attitude towards professional development and employee growth.	√	
A commitment to continuous professional development and staying informed about the latest trends and methodologies in L&D.	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	