

GLF Schools - Job Description

Job Title	Learning and Development Partner	Job Reference	Permanent – full year
Location	Earlsfield, London	Travel required	Yes
Core purpose			
<p>Support the development and implementation of the GLF Learning & Development strategy, fostering and championing a shared commitment to employee growth, ensuring that all staff are equipped with the skills and knowledge to excel in their roles and advance their careers, which will ultimately benefit all pupils within GLF.</p>			
Key Accountabilities			
<ul style="list-style-type: none"> • Collaborative Strategy Execution: Work in collaboration with the Head of Employee Lifecycle and key stakeholders, including the Director of the Teaching School Hub, to lead development and delivery of the GLF Learning & Development Strategy. • Learning Needs Assessment: Lead a Trust-wide learning needs assessment to identify skills gaps and future learning requirements. Ensure all training and development activities are captured in a comprehensive skills matrix. • Career Pathways Development: Responsible for the development of competency frameworks, career pathways and learning development plans for all staff. Work closely with the Teaching School Hub Director on Apprenticeship, ITT, ECF and NPQ development. • Leveraging Technology: work with other L&D colleagues to utilise learning management systems and other e-learning platforms to publicise, administrate and track completion and impact of GLF's L&D programme. • Implementing Learning Initiatives and developing Learning Materials: through the development of an L&D framework, collaborate with subject matter experts and stakeholders to support the creation and maintenance of up-to-date, relevant, and engaging learning materials and resources, including presentations, handouts, online modules, and multimedia content. • Evaluating Training Effectiveness: working with other L&D colleagues monitor and evaluate training programs, measuring impact and return on investment. • Compliance and Reporting: Be responsible for ensuring GLF is compliant, ensure that training programs comply with relevant regulations and standards, generating reports and metrics to measure the effectiveness of learning and development initiatives. • Mentoring and Coaching: Provide signposting, guidance and support to employees seeking professional development opportunities, offering advice on career paths and recommending relevant training programmes. 			

- **Staying Informed:** Continuously research and stay up to date with the latest trends, methodologies, and technologies in learning and development to ensure training programs remain innovative and effective. Be a confident presenter of L&D and knowledgeable in the latest evidence for effective PD implementation.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.