

# Job Description



<b>Job Title:</b>	<b>Learning and Development Specialist</b>		
<b>Department:</b>	Human Resources		
<b>Business Unit:</b>	Operations		
<b>Line Manager:</b>	Head of Human Resources		
<b>Job Purpose:</b>			
To provide a professional, proactive and effective Learning and Development service to all staff and Governors, to improve an individuals’ performance, develop their capabilities in order to improve our school’s effectiveness.			
To work closely with the person in the Regent role ensuring all the learning and development activities taking place across the school are consistent and complementary. ( <i>The School’s Regent role is a senior teacher within the school who is fully responsible for all Student teachers, Probationary teachers, and Teacher Registration in line with the requirements of the General Teaching Council for Scotland</i> )			
This role plays a crucial part in the development of <b>all</b> our staff.			
<b>Main Responsibilities:</b>			
1	<b>Strategic Responsibilities</b> Drives a positive climate and culture of trust which supports professional learning and development, across all areas, and specifically promote the importance of professional learning for non-teaching staff  Lead on culture, values and employee engagement strategies, in collaboration with the Head of HR  Lead the implementation of the new <b>support staff</b> performance management system which supports effective objective setting, performance management and personal development.		15%
2	<b>Operational Responsibilities:</b>  <b>Staff Development (teaching and non-teaching staff)</b> Provides support to the Regent for Students, Probation and Teacher Registration and the relevant members of Junior School Leadership Team (JSLT) and Senior School Leadership Team (SSLT) in their design and delivery of a programme of professional learning for teachers at our School.		40%

	<p>In collaboration with key colleagues in non-teaching functions, design the programme for the Professional Learning Days which take place at various points in the year.</p> <p>Work closely with HR to manage the onboarding process including staff induction, mandatory training and manages the probation review process for support staff, i.e. prompting line managers when these are due and engaging HR where line managers or employees require support.</p> <p>To manage the annual cycle of review and professional learning and development for teachers, working closely with the 'teacher development roles.</p> <p>To manage the annual cycle of appraisal and personal development for support staff, working closely with the Head of Human Resources and line managers.</p> <p>Develop process to collate training and development needs arising from annual review process(es) for submission annual staff budget process.</p> <p>Oversees on behalf of the Head of HR, the process of revalidation of teaching staff with the General Teaching Council for Scotland (GTCS), working closely with the Regent for Students, Probationers and Teacher Registration.</p> <p><b>Organisational Training Needs</b> To ensure the relevant levels of mandatory training (child protection, health and safety, IT Security etc) is completed by new entrants to the school and refresher training is provided as required. Specifically, the post holder ensures our school meets its Child Protection (CP) training obligations and over the course of next 2 years develops the new programme for CP training.</p> <p>Develop a database of roles at George Watson's College, identifying training needs of each role, e.g. specific H&amp;S or IT training, and using this to forecast learning plans and associated budgets. Align this data with the child protection training framework that SCIS (Scottish Council of Independent Schools) holds.</p> <p>Occasionally deliver appropriate training to volunteers, including members of the Watsonian Council and Club Sections/Branches, in respect of their obligations regarding child protection, data protection and health and safety.</p> <p><b>Design and Delivery of Learning Interventions</b> Design and deliver a range of learning interventions to support a wide range of school initiatives and training needs for example:</p> <ul style="list-style-type: none"> <li>• Support business change and supporting colleagues through the change process</li> <li>• Whole school initiatives e.g. the Health and Wellbeing agenda, Equality, Diversity and Inclusion, Sustainability, Staff Engagement.</li> </ul>	<p>20%</p> <p>15%</p>
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	<p>Maximise the use of digital technologies as a vehicle to exchange knowledge, ideas and encourage employee engagement and connection with each other and to create flexible and innovative learning programmes, in collaboration with Digital Events Manager.</p> <p>Work with the Digital Events Manager to develop GWC Plus as an engaging online commercial offer, to generate additional non fee income through the creation of online learning activities.</p> <p>Periodically refresh the learning material as required i.e. child protection, health and safety, equality, diversity and inclusion, information security and GDPR.</p> <p><b>Data/ROI</b> Ensure records are kept which provide a whole school picture of learning needs and learning completed.</p> <p>Ensure the management information system is maintained with staff learning and development activity. Use the data to provide metrics on learning activity, expenditure and outcomes to the Senior Leadership Teams, line management and Governing Council Staff Committee.</p> <p>Develop evaluation methods to assess the success and impact of learning and development activity.</p> <p><b>Apprenticeship Programme</b> Manage the GWC Apprenticeship Programme; collecting submissions for an apprentice, managing recruitment process, application for the levy fund.</p> <p>Where the apprenticeship is not going well, the role holder will advise the line manager (with the Assessor's input) as to what interventions are needed to get them back on track. They may also have to have a difficult conversation with the individual about their future prospects</p>	
3	<p><b>Financial Responsibilities:</b> Manage the whole school professional learning budget, ensuring value for money. Approx. £70k for the current session.</p>	5%
<b>Key Contacts and Working Relationships</b>		
<p>A key relationship is that with the Regent role. These roles work closely together to ensure these two critical aspects of staff development are managed strategically.</p> <p>The L&amp;D Specialist also has close relationships with those with responsibility for pupil facing training in the JSLT and SSLT (and the Regent) to ensure the programme of professional learning and development for teachers during their induction, probationary period and afterwards, meets their needs and the requirements of the GTCS and contributes to that programme as required.</p>		

Builds and maintains constructive relationships with all Heads of Departments and managers at all levels, in order to support them with learning needs in their areas

A member of the Human Resources team and works closely with the Head of Human Resources and the HR Officer

**Specific contacts:**

Head of Human Resources

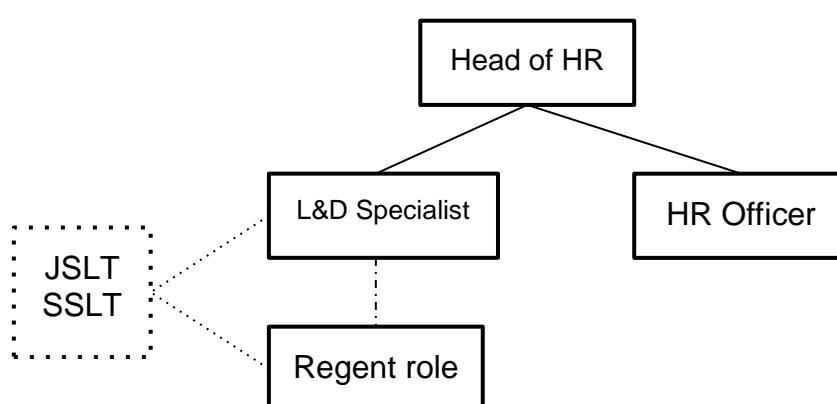
Regent role and relevant roles in JSLT and SSLT (i.e. with those who have responsibility for pupil facing training)

PA to the Head of the Junior School (Administrator for the L&D activity)

Digital and Events Manager

Heads of other services, e.g. IT, Janitorial,

External training providers, e.g. Edinburgh College, SCIS, etc.



**Planning and Organising:**

Aspects of the role require future planning, for example, the development of programmes for Professional Learning Days. This requires the gathering of requirements for the day from multiple sources, planning room allocations, training providers, catering, the schedule for the day, room arrangements etc

Working closely with some policy developers to understand the key aspects of critical policies in order to develop suitable training interventions which are ready to roll out on the approval of the policy.

Annual planning for the whole school annual review processes which differs for teaching staff and non-teaching staff.

Preparation of data/reports for submission at the Staff Committee requires planning a schedule of meetings.

**Problem Solving and Decision Making:**

The post holder is expected to work autonomously within an agreed framework of responsibility and set budget, with support from the Head of HR as required.

<b>Resources and Requirements:</b>
Professional learning budget for the whole school of approx. £70k for the current session
<b>Knowledge, Skills and Experience:</b>
<b>Essential:</b> <ul style="list-style-type: none"><li>• Highly developed specialist knowledge and experience in learning and development gained in an HR, OD or L&amp;D role</li><li>• Experience of developing wide range of learning programmes to deliver training needs</li><li>• Experience of supporting change programmes</li><li>• Experience of managing budgets, negotiating with external suppliers</li><li>• Experience of report writing and data analysis</li><li>• Strong verbal and written communication skills</li><li>• Effective presentation and report writing skills</li><li>• Excellent interpersonal skills, with the ability to develop and maintain positive, effective working relationships with colleagues and external contacts</li><li>• Advanced IT skills, including MS Office applications, Google Suite, working with databases and the use of digital platforms for the delivery of learning interventions</li><li>• Educated to degree level with a qualification in the HR/Learning and Development profession</li><li>• Membership of the CIPD</li></ul>
<b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience of working in an education/learning environment</li><li>• Accredited award in Coaching and/or Action learning</li></ul>