



Job Description

Job Title:	Training and Development Advisor
Department:	Human Resources
Responsible to:	HR Director
Salary:	Competitive + Benefits
Last reviewed:	May 2022

Job Outline and Purpose:

Haileybury is recruiting for an experienced Training & Development Advisor. The post holder will work with managers across the School to establish and implement training and development plans. This will provide staff with the knowledge and skills to improve their work performance, and to enable the school to reach its strategic objectives. The post holder will support the administration of whole school training, including identifying, monitoring and evaluating course feedback. They will also take an active part in implementing the appraisal process.

To do this successfully the post holder must ensure they have excellent presentation skills and previous experience of delivering training. It is essential that the post holder is able to demonstrate good planning and organisational skills, have excellent communication skills, and able to maintain administrative records with a high level of accuracy.

DUTIES:

1. Training Courses

- 1.1 In conjunction with the HR Director develop and implement in-house management skills courses which meet the needs of managers to enable them to develop within the school.
- 1.2 To encourage the use of a range of learning opportunities, including in-house training, external courses and open learning materials.
- 1.3 To run the school's staff induction programme, ensuring full attendance and that induction course content reflects school priorities; arrange one-to-one training for those unable to attend.
- 1.4 To support the administration of whole school training and/or information days, preparing relevant evaluation reports afterwards.

2. Planning and Evaluation

- 2.1 To set up systems to evaluate and review the effectiveness of training and development in relation to the school's overall business objectives on an annual basis.
- 2.2 To review and update the school's Training and Development Policy with the HR Director and Bursar.
- 2.3 To keep staff informed of training activity via the school Intranet and keep it up to date with Training and Development information.
- 2.4 To support the preparation of the annual Training and Development Budget for approval in July each year.

3. Training Administration

- 3.1 To ensure that all employee training records of internal and external courses are accurate and kept up-to-date.
- 3.2 To process training application forms in line with the budget and check receipt of training evaluation forms after course completion. Ensure that all paperwork is completed before and after a course is attended.
- 3.3 To arrange training courses through external providers in response to training request forms with the approval of the line manager, and HR Director.
- 3.4 To produce an annual training evaluation report for the HR Director and Bursar with reports of the training activity throughout the academic year.
- 3.5 Keep up-to-date with training and development initiatives and current trends in training practice.
- 3.6 Identify suitable external training courses for Managers.
- 3.9 Administer completion of mandatory training courses for new staff in a timely manner.

4. Appraisal

- 4.1 To ensure that the appraisal process is fully implemented and that all staff complete the appraisal cycle.
- 4.2 To monitor the completion of the appraisals and produce reports on completion numbers and scores by School/Service Area.
- 4.3 To participate in appraisal training for managers to ensure the objectives of the school appraisal scheme are met and that the school appraisal scheme around SMART objectives is quality assured.
- 4.4 To meet with Heads of School/Service Areas to discuss training priorities from their areas in September each year. Analyse management and staff appraisals in order to

identify employee training needs, which will inform the school Training and Development Plan.

- 4.5 Identify the cost of proposed training from the annual appraisal forms and include in the training proposals for Heads of School/Service area heads to prioritise in September each year.

5. General HR

- 5.1 To advise employees on school HR and training policies.
- 5.2 To understand and implement the school's equality diversity and inclusion practices.
- 5.3 To undertake any other such HR and training duties commensurate with this post in consultation with the HR Director.

6. Other

- 6.1 To take an active part in the appraisal process.
- 6.2 Child Protection at Haileybury - The job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury
- 6.2 To comply with all relevant Health and Safety regulations and assist the school in the implementation of its own Health and safety policy. Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.
- 6.3 To comply with and actively promote within their section the school's equality diversity and inclusion practices.
- 6.4 Code of Conduct Statement - Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.
- 6.5 Data Protection at Haileybury - The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>
- 6.6 To carry out other duties as may be reasonably required.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.



Training and Development Advisor

Person Specification

	<i>Essential</i>	<i>Desirable</i>	How Tested?*
Qualifications			
• Educated to A Level or equivalent	✓		Cert/AF
• A degree or equivalent level qualification		✓	Cert/AF
• CIPD/CTP or other training qualification or the willingness to gain such a qualification.		✓	Cert/IV/AF
Knowledge, Skills and Experience			
• Excellent communication skills, written and verbal	✓		AF/IV
• Excellent interpersonal skills	✓		AF/IV
• Ability to cope with competing demands	✓		AF/IV
• Excellent presentation skills	✓		AF/IV
• Experience of delivering training	✓		AF/IV
• Good literacy and numeracy skills	✓		AF
• Experience of keeping accurate records and maintaining administrative systems	✓		AF/IV
• Good working knowledge of IT skills	✓		AF/IV
• Excellent customer service skills	✓		AF/IV
Personal Attributes			
• Well organised with an ability to prioritise workload	✓		IV
• Positive and flexible attitude to the use of technology	✓		IV
• Willingness to work flexibly	✓		IV
• Self starter	✓		AF/IV
• Good planning and organisational skills	✓		IV
• A commitment to personal and professional development	✓		IV
• A commitment to Equality Diversity and Inclusion (EDI)	✓		IV

*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificate