

## **Job Description**

**Job Title:** Training and Development Manager

**Salary:** From £35,000 dependent upon skills, experience and qualifications

**Hours:** 40 hours per week, 39 weeks per year

**Responsible to:** Head Teacher

### **Job summary**

The Training and Development Manager will lead the design, delivery, and evaluation of staff training and professional development across the school. Working within a specialist Special Educational Needs and Disabilities (SEND) environment, the role ensures that all staff have the skills, knowledge, and confidence to support pupils with diverse learning needs, including complex needs, autism, and communication difficulties.

The postholder will support a culture of continuous professional development, ensuring training aligns with statutory safeguarding requirements, SEND best practice, and the school's strategic priorities.

### **Main Duties and Responsibilities**

#### **1. Training Strategy and Planning**

- Develop and implement a comprehensive staff training and professional development strategy aligned with the school improvement plan.
- Conduct regular training needs analyses across teaching, therapy, care, and support staff.
- Maintain an annual training calendar that includes statutory, mandatory, and developmental training.

#### **2. Delivery of Training**

- Design and deliver high-quality training sessions, workshops, and coaching programmes for staff.
- Facilitate induction programmes for new employees, ensuring they understand SEND practices, safeguarding, and school policies.
- Provide specialist training in areas such as autism support, behaviour management, communication strategies, sensory needs, and inclusive teaching approaches.

#### **3. Compliance and Safeguarding**

- Ensure all staff complete mandatory training, including safeguarding, health and safety, and safer working practices.
- Maintain accurate training records and ensure compliance with relevant regulations and inspection requirements.
- Support staff understanding of safeguarding responsibilities and pupil welfare.

#### **4. Professional Development**

- Support career progression through mentoring, coaching, and leadership development opportunities.
- Work with senior leaders to identify and nurture future leaders within the school.

- Promote reflective practice and evidence-based approaches to teaching and support.

## 5. Collaboration and External Partnerships

- Work collaboratively with senior leaders, SENCOs, therapists, and external professionals to develop relevant training.
- Liaise with external training providers, local authorities, and specialist organisations to source expertise where required.
- Keep up to date with developments in SEND education, legislation, and best practice.

## 6. Evaluation and Quality Assurance

- Evaluate the effectiveness of training programmes through feedback, observation, and performance outcomes.
- Provide reports to the senior leadership team on training impact and development priorities.
- Continuously improve training programmes based on evidence and feedback.

### Person Specification

Requirements	Essential	Desirable
Qualifications	<p>Degree or relevant professional qualification in education, training, or human resources.</p> <p>Understanding of safeguarding responsibilities and UK education standards.</p>	<p>Qualified Teacher Status (QTS) or relevant SEND qualification.</p> <p>Training or coaching qualification (e.g., CIPD, PTLLS, Level 3/4 Award in Education and Training).</p>
Experience	<p>Experience working in an education, healthcare, or specialist support environment.</p> <p>Experience in designing and delivering staff training programmes.</p>	<p>Experience working in a special school or alternative provision.</p>
Knowledge	<p>Strong knowledge of Special Educational Needs and Disabilities (SEND).</p>	<p>Knowledge of autism-specific approaches and positive behaviour support.</p>
Skills	<p>Excellent communication, presentation, and facilitation skills.</p> <p>Strong organisational skills and the ability to manage multiple training programmes.</p> <p>Passionate about improving outcomes for pupils with special educational needs.</p>	



	<p>Collaborative and supportive leadership style.</p> <p>Commitment to continuous improvement and lifelong learning.</p> <p>Empathetic and patient when supporting staff working with complex needs.</p>	
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Jobholder..... Signed..... Date.....

Manager..... Signed..... Date.....