



**Ambitious
about Autism**

Learning Specialist

Job description, 2024

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Job description

Job title	Learning Specialist	Team	People
Job band	£32,165 - £35,513 (depending on skills and experience)	Reporting to	Learning and Organisational Development Partner
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of People and Culture

Updated: May 2024

Role purpose

The Learning Specialist contributes to the development and delivery of training materials and resources within the organisation. They will work closely with the Learning & Organisational Development Partner to support various learning and organisational development initiatives. They will also be key in the engagement and effective utilisation of Ambitious Learning.

Key accountabilities and dimensions:

- Collaborate with the Learning & Organisational Development Partner to develop and execute the learning & development strategy and plans.
- Design and develop engaging training content for delivery through the LMS across various topics as directed, ensuring it meets the needs and learning styles of diverse staff.
- Facilitate training sessions and assist in developing ongoing professional development programs for Charity staff and managers, promoting continuous learning and growth.
- Continuously review, monitor, and evaluate learning and development initiatives to ensure effectiveness and successful integration of new skills and knowledge.
- Maximise the efficiency and effectiveness of the LMS by identifying and implementing enhancements and improvements.
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- Support redesigning the management program, ensuring the materials and content are up-to-date and engaging.
- Develop clear and concise user guides and instructional videos to assist staff in navigating and utilising various learning resources.
- Manage and maintain the administration of the LMS, including managing learning paths, generating reports, uploading content, and addressing user inquiries promptly.
- Maintain central records and certifications, ensuring all training and learning initiatives comply with relevant regulations and standards.
- Collaborate with the L&OD Partner to update and develop eLearning content, utilising tools such as Articulate.
- Manage the SharePoint Learning and Development Portal, ensuring it features up-to-date, relevant, and engaging content for all staff.
- Uphold principles of diversity, inclusion, and safeguarding in all learning initiatives.
- Provide coordination support for leadership development programs, including logistical arrangements and data analysis.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Educated to degree level or demonstrable equivalent experience	X
2. CIPD qualified or working towards qualification or holds an equivalent Learning and Development qualification.	X
3. Demonstrable understanding of training intervention design, delivery, and evaluation principles.	X
4. Skilled in Learning Management System deployment, content development and management reporting	X
5. Skilled in deploying relevant eLearning tools and content	X
6. Demonstrable skills in delivering learning and development, training, and facilitation	X
7. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
8. Excellent communication and interpersonal skills	X
9. Ability to work collaboratively as part of a team and autonomously as required	X
10. Ability to manage multiple projects and deadlines effectively	X
11. Attention to detail and commitment to delivering high-quality learning experiences	X
12. Commitment to safeguarding and promoting the welfare of children and young people	X
13. Commitment to Equity, Diversity, and Inclusion practice in all aspects of the role	X
14. Willing and able to travel to different sites	X
15. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Sunday 2nd June 2024
Candidates informed of outcome of application	Tuesday 4th June 2024
Interviews (these will be conducted in person at The Pears National Centre for Autism Education)	Tuesday 11th June 2024 and/or Wednesday 12th June 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.