

Qualifications Trainer (GQ)

Role Summary

Pearson is looking to recruit a committed team of Trainers for our A-level qualifications. As a Qualifications Trainer you will be responsible for delivering full day, half day and online qualification-based courses. Qualifications Trainers are required to keep up to date with changes in the education sector and the latest developments in their subject area. There would also be a requirement to work with our internal support teams on the continual improvement of professional development courses. You may be required to undertake international travel.

As a Qualifications Trainer you will be required to undertake/achieve the following:

Pre event Preparation:

- Attend in-house briefing provided by Pearson to develop an in-depth understanding of our courses and materials
- Attend training sessions to develop technical skills necessary to deliver online events
- Practice with resources to be fully confident and competent in their use
- You will co-deliver with an experienced trainer to build confidence and competence
- You will have full course observations by Pearson staff for quality assurance

Delivery:

- Ensure that all objectives are met within the training session
- Present information in a way that is suited to the customer and environment
- Deal appropriately with all customer queries in a professional manner
- Manage own time and travel arrangements
- Deliver the agreed training session in line with guidelines from the regulator and Pearson

Feedback:

- Complete and submit a summary feedback form for every session delivered
- Training session delegate feedback should be scored consistently within expectations

Experience and qualifications required

- You will have experience of delivering effective training to adult delegates
- A good understanding of the relevant qualification and assessment principles
- You will have a high level of subject knowledge in order to deliver the training
- You will have UK-based teaching, administration, assessment or management experience in the relevant subject and level
- You will have strong presentation and communication skills

- You will have the ability to work well under pressure and meet deadlines
- You will be confident using laptops, internet and Microsoft PowerPoint and should have demonstrable experience of using technology to support your training delivery
- You will be able to manage the learning and development of a range of teaching professionals who may bring to bear a range of differing viewpoints
- You will have a positive attitude towards all forms of feedback
- You will be committed to your own professional development
- You will represent Pearson appropriately whilst delivering training according to our contractual terms and conditions
- You will be required to deliver using materials prepared by our team of qualification-based writers. The delivery of these materials should be consistent with the quality and standards required by Pearson and the regulator

Knowledge

- Relevant qualification and assessment principals
- Subject knowledge
- Training knowledge

Skills

- Communication / Giving Presentations
- Leadership
- Influencing
- Organisation
- Teamwork
- IT competent
- Customer Service
- Decision-making and judgement