**Lead Trainers**

**Purpose**

Pearson Edexcel is currently recruiting for Lead Trainers to support our customer oriented Professional Development offer.

Applications are welcome from those who have worked on the Edexcel suite of subjects in the Arts, Humanities and Sciences, including GCSE, A Level, International GCSE and IAL.

The Lead Trainers will play a key role in supporting the quality of delivery across a range of Pearson’s training programmes, both UK and International. They will lead on the quality assurance of training delivery and content development across all qualifications, products and/or subject areas as required to help promote consistency in standards across Pearson’s professional development services.

The Lead Trainers will carry out trainer observations, review training content, and provide feedback, highlighting best practice and opportunities for improvement. They will also act as a point of contact to a team of trainers and writers throughout the year, providing support and guidance on the delivery and writing of training when required.

The Lead Trainers will be required to work collaboratively with key Pearson contacts, such as the PD Specialist, in order to keep up to date on any internal changes impacting the delivery of training and demonstrate a high level of understanding of the education sector in order to provide guidance to their respective teams.

**Key Accountabilities**

* Oversee the performance of a team of trainers, carrying out observations and producing written feedback reports on the quality of delivery
* Identify opportunities for improvement in individual training delivery, and make recommendations based on observations and/or delegate feedback
* Review written materials and make recommendations to improve the quality of training content
* Design and deliver CPD events, both online and face-to-face, to our cohort of trainers and writers
* Act as a mentor to a team of trainers and writers by providing support and guidance throughout the year
* Report to the PD Specialist on the performance of trainers and writers, escalating any risks to delivery
* Cascade relevant information to your team of trainers and writers as appropriate
* Support the Professional Development team with trainer and writer recruitment campaigns as required, including the delivery of Train the Trainer and Induction programmes as appropriate

**Experience and qualifications required**

**Essential**

* You will be a qualified teacher
* You will have strong qualification and subject / or product knowledge
* You will have a strong background in delivering training, including face to face and online
* You will have proven leadership and management skills
* You will be able to demonstrate an ongoing commitment to your own professional development, as well as identifying and developing talent

**Desirable**

* Experience delivering training on behalf of Pearson or another awarding body
* Experience of developing training materials

**Competencies Required**

* You will have strong leadership and influencing skills
* You will have strong communication and presentation skills
* You will have the ability to work well under pressure and meet deadlines
* You will be IT literate