

International Qualifications Trainer

Role Summary

Are you an expert in delivering thought-provoking, engaging and valued qualification based training and (or) professional development to teachers? Are you passionate about sharing best practice in your subject area?

Pearson Edexcel is looking to recruit a committed team of International Qualifications Trainers for our GCSE and A-level qualifications.

As an International Qualifications Trainer you will be responsible for delivering full day, half day and online qualification-based courses. In addition there would be a requirement to facilitate networking/peer to peer learning events and professional development workshops.

International Qualifications Trainers are required to keep up to date with changes in the education sector, the latest developments in their subject and specialist areas of pedagogy/teaching and learning.

You will also have the opportunity to work with our internal support teams on the continual improvement of professional development courses. You may be required to undertake international travel.

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

Pre event Preparation:

- Attend in-house briefing provided by Pearson Edexcel 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 a Pearson Edexcel 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 Edexcel.

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 a relevant teaching degree and more than 1 years' experience teaching relevant subject area
- 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 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 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 Edexcel appropriately whilst delivering training according to our contractual terms and conditions



Pearson

- 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 Edexcel and the regulator

Knowledge

- Relevant qualification and assessment principle
- Subject knowledge
- Teaching and learning knowledge

Skills

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

Successful applicants will be asked to attend an assessment/training day taking place in Dubai for the Middle East region on 27th and 28th September 2017.