

Management Trainer/Assessor

Gen2 Training

Salary: Job Value circa £27,500 per annum - Dependant on qualifications & experience

Location: Workington – plus some delivery in Ulverston & Carlisle

Contract: Full-time

Closing Date: Open

Main purpose of the job:

To carry out training & assessment of Management qualifications to Level 5/6.

Main duties and responsibilities:

1. Ideally, applicants should be educated to degree level in a relevant discipline, i.e. Business Management, to deliver appropriate level of teaching and assessment in the workplace. Previous teaching and assessing experience is not essential as training will be provided. However, candidates must be prepared to work towards attaining teaching and assessing qualifications.
2. Take responsibility for the development and delivery of teaching, learning and assessment.
3. Provide high quality academic guidance and advice to ensure that all learners have a productive and effective learning experience
4. Demonstrate good practice in teaching, learning and assessment in line with Gen2's principles and strategy.
5. Carry out research and product development in line with customer demand and continuous improvement of the provision, including material for the virtual learning environment.
6. Development learning materials, prepare schemes of work and maintain accurate records to monitor learner progress, achievement and attendance.
7. Provide pastoral care and support to learners.
8. Actively participate in team meetings.
9. Contribute to departmental working groups or committees and other activities as requested.
10. Ensure compliance with Data Protection Act and Freedom of Information Act and all other rules and regulations that govern the work completed for Gen2.
11. Maintain own continued professional development.
12. Undertake any such duties which may be specified from time to time, in relation to the role, by management.
13. Actively follow and promote all Gen2 policies, including Safeguarding, Equality and Diversity.
14. Maintain an awareness and observation of fire and health and safety regulations.

The person appointed is likely to have the skills and experience listed below.

1. Knowledge

Essential: Excellent and up to date knowledge of the subject area combined with a broad subject background enabling contributions to teaching programmes

Desirable: Understanding of teaching and assessing processes.

2. Skills

Essential: Excellent interpersonal, oral and written communication skills. Competent in the use of ICT packages and programmes.
Proven record of ability to manage time and work to strict deadlines.
Holds Driving licence.

Desirable: Evidence of ability to teach higher qualification and supervise learners.

3. Qualifications

Essential: Degree or equivalent in relevant discipline.

Desirable: Membership of any relevant professional organisation

4. Previous Experience

Essential: Minimum of 5 years experience of working within a Management role

Desirable: Training/Delivery experience of Management qualifications.
Assessment of Learner's work.
Curriculum design and development.
Pastoral care/welfare of learners.

5. Personal Qualities

Essential: Passionate about teaching and learner satisfaction.
Dedicated to the delivery of the highest quality learner experience.
Engaged by the use of new technologies to improve the quality of the learning experience.
An excellent team player and supportive colleague.
A 'can do' attitude and proactive approach.
Commitment to academic research and continued professional development.
Excellent time manager.

Terms of Employment: Full Time

Applications: Please download an application form at www.gen2.ac.uk and send to Heidi Clements HR Manager, Gen2, Unit 1, Joseph Noble Road, Workington, Cumbria, CA14 4JX; Tel 01900 701300; E-mail heidi.clements@gen2.ac.uk

Further Information: Information on Gen2 is available at www.gen2.ac.uk