

## Learning and Development Manager

<b>Location:</b>	Home based. May include national travel.
<b>Hours:</b>	Full time – 35 hours per week
<b>Salary:</b>	£28,000
<b>Fixed term contract:</b>	<b>until 31/08/2021</b> with possibility of extension
<b>Reports to:</b>	Director of Organisational Development and Accreditation
<b>Responsible for:</b>	Pool of assessors and trainers
<b>Working closely with:</b>	Head of Quality and Assessment; Digital Skills Trainers; and Quality Improvement Manager

### Benefits:

- Enrolment onto Level 5 Diploma in Education and Training (fully funded with on the job time allocated to complete assessments and workshops)
  - Bonus scheme for targets achieved
  - 28 days annual leave + one bonus day for your birthday
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## ABOUT US

**Teaching and Training Courses Ltd (TTC)** is a small and innovative training centre specialising in teaching and digital qualifications, in addition to bespoke soft skills training. TTC operates in partnership with the Association for Accredited Learning (AAL), whom the postholder will work closely with. AAL is a membership body, supporting its members to offer qualifications and gain quality marks.

We value our staff, and as education is at the heart of our business, we will invest in your continuous professional development. The successful postholder will complete a fully funded Level 5 Diploma in Education and Training.

## ABOUT YOU

You will be a self-starter, able to manage your own workplan and work autonomously. You will be part of a remote team, supporting the strategic, operations and regulatory organisational objectives. You will be responsible for coordinating all training programmes, member activity and act as the first point of contact for all enquiries. You will be an experienced learning and development professional with a passion for managing projects, people, clients and learners. You will be an experienced trainer, able to develop bespoke content. You will have a working knowledge of adult, community and/or further education and quality assurance processes.

## **THE JOB**

### **Training - delivery, assessment and planning**

- Delivery, assessment and moderation of teaching, assessment and moderation qualifications (full training will be provided).
- Oversee each learner's unique learning journey from conducting initial assessments to certification.
- Manage a pool of freelance teaching professionals and coordinate the training calendar.

### **Quality Assurance**

- Work with the Director of OD and Accreditation; and Head of Quality and Assessment to review all policies, procedures and accreditation offer.
- Manage the learner registration and certification process.
- Liaise with awarding organisations for external quality assurance processes.
- Draft and review reports, monitoring and reviewing actions of members and clients.

### **Account and Project Management**

- Review and manage existing partnerships across TTC and AAL, build new partnerships as relevant opportunities are identified.
- Manage the onboarding of new clients and any associated enquiries.
- Support with overall L&D administration and processes, including process improvement.

### **Teaching network facilitation**

- Plan and facilitate teacher-training groups.
- Provide industry updates through e-newsletters.
- Work with the Digital Skills Trainers to coordinate their network groups.

### **Income generation**

- Identify new clients and promote additional services to existing clients/network.
- Support and review the Member Engagement and Evaluation strategies.
- Identify suitable income generation opportunities such as tenders.
- Work with members of the team to increase marketing opportunities.

### **Behaviours and Professional Responsibilities**

- Avoid any action or behaviour which may conflict in any way with the work and services which may bring TTC or AAL into disrepute.
- Act in accordance with all current and future policies, procedures, guidelines and relevant codes of practice, which aim to ensure the highest possible standards of professionalism including maintaining sensitive and confidential information securely, in accordance with relevant data protection legislation.
- Maintain appropriate boundaries of confidentiality in relation to employees, Associates, and any other person(s) that may be concerned with TTC and AAL business.



<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Level 2 Maths and English	✓	
Business / Management Degree		✓
Level 3 Award in Education and Training <i>Applicants must not already hold a Level 4 or 5 teaching qualification</i>		✓
Willingness and commitment to complete Level 5 Diploma in Education and Training	✓	
<b>Experience</b>		
Report writing	✓	
Training / teaching / facilitation	✓	
Designing course materials		✓
Delivering virtual training sessions		✓
Delivering face to face training sessions	✓	
Assessing learner work or conducting internal moderation		✓
Experience working in further / adult / community education		✓
<b>Knowledge</b>		
Working knowledge of adult, community and/or further education	✓	
An understanding of assessment and internal moderation		✓
An understanding of regulatory requirements in education such as awarding organisation compliance		✓
<b>Personal Qualities and Skills</b>		
Use own initiative with a solution focused attitude	✓	
Excellent interpersonal skills	✓	
Commitment to income generation and commercial activity	✓	
Demonstrate a knowledge, understanding and personal commitment to equality, diversity and inclusion across all areas of work	✓	
Excellent time management with the ability to manage own training schedule	✓	

### **To apply:**

Please email [jobs@teachingandtraining.co.uk](mailto:jobs@teachingandtraining.co.uk) with:

1. CV
2. Covering letter outline how you meet the person specification (max. 1,000 words) and your current salary.

**Closing date 12pm on Sunday 19<sup>th</sup> July 2020.**

**We reserve the right to close the application process early if we find a suitable applicant before the closing date.**

