

E-LEARNING TEACHER

An exciting opportunity to move into the world of online teaching!

Location:	Home based
Hours:	2.5/3 days per week (depending on successful candidate's preference)
Salary:	£24,000 pro rata
Fixed term contract:	until 31/11/2021 with possibility of extension
Reports to:	Head of Learning and Development
Responsible for:	N/A

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 (pro rata) + one bonus day for your birthday
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ABOUT YOU

You will be experienced in technology, have expert knowledge of e-learning methods and platforms, with a passion for digital literacy.

You are looking to transfer your technical skills into a teaching career, through online delivery and assessing learner work.

You will have experience delivering webinars and ideally have an understanding of adult community learning, further education and/or higher education.

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, whom the postholder will work closely with.

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 mandatory fully funded Level 5 Diploma in Education and Training.

THE JOB

It is anticipated that one day per week will be on teaching, one day on assessing and half a day on own CPD. Full training will be provided for the right candidate to include shadowing and mentoring from experts within the field.

Teaching

- Delivery of digital e-learning workshops
- Designing new and dynamic digital skills training sessions
- Creation of e-learning resources

Assessment and Feedback

- Assessing digital literacy qualifications
- Providing learners with feedback
- Maintaining learner records
- Conducting training needs analysis

Network Facilitation

- Working with the Learning & Development Manager (Digital Skills) for the planning and facilitation of FE Digital Skills Network groups

Social Media

- Implement Social Media Strategy through frequent social media updates

Behaviours and Professional Responsibilities

- Avoid any action or behaviour which may conflict in any way with the work and services which may bring TTC/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 business.



Person Specification	Essential	Desirable
Qualifications		
Level 2 Maths and English	✓	
Digital Literacy qualification	✓	
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	✓	
Experience		
Training / teaching / facilitation to adults	✓	
Training / teaching / facilitation within FE		✓
Designing course materials	✓	
Delivering virtual training sessions – webinars	✓	
Delivering face to face training sessions	✓	
Experience of teaching & learning platforms	✓	
Come from an IT/Digital Skills/Social media industry background		✓
Knowledge		
An understanding of adult & community/ further education sector		✓
In-depth and current knowledge of IT / digital skills/Social media	✓	
Personal Qualities and Skills		
Use own initiative with a solution focused attitude	✓	
Promote and works in accordance with organisational values	✓	
Commitment to AAL income generation and commercial activity	✓	
Demonstrate a knowledge, understanding and personal commitment to equality, diversity and inclusion across all areas of work	✓	
Excellent communication skills	✓	
Excellent time management with the ability to manage own training schedule	✓	

To apply:

Please email training@aal-member.co.uk with a:

1. Full CV
2. Covering letter outlining how you meet the person specification (max. 1,000 words)

Closing date 9am on Monday 30th November 2020. Interviews will take place on Tuesday 1st December 2020

We are looking for someone that can hit the ground running and is available immediately.

