



JOB DESCRIPTION



1. JOB SPECIFICS	
Job Title:	Senior Learning Specialist – DG4
Reports to:	
Location:	
Department:	Delivery

2. ABOUT THE ROLE	
What you'll be doing?	To deliver, design, develop, or customise professional learning courses (or portfolio topics) while building positive relationships and sharing expertise internally and externally.
Key Responsibilities	<ul style="list-style-type: none"> • Deliver high quality learning events to learners at all levels in a variety of settings i.e.: Classroom, Virtual and Attend from Anywhere. • Positive ambassador for QA; performs to QA's expected reputation for excellence and innovation. • Deliver learning and provide knowledge in more than one specialist area • Contribute to business success by identifying and proactively pursuing opportunities for improvement, supporting the Sales team with specialist knowledge where required • Customisation of learning topics or programmes • Contribute to business success by driving the completion of learner evaluations and identifying and referring opportunities for improvement • Take ownership for own continuous professional development to ensure up to date and relevant delivery
KPIs & SLAs	<ul style="list-style-type: none"> • Achieve a Trainer Quality Index (TQI) score of 80 or higher • To achieve a Green rating when being observed • To complete at least 2 peer observations within a 12-month period • Submission of Marking and Trainer reports within 2 working days of event, if applicable • 95% completion of Attendance registers • To achieve at least 60% of exam pass rate, if applicable.
Key Working Relationships	<ul style="list-style-type: none"> • Delivery team colleagues, Delivery Manager • Account Managers, Operations • Learners & Customers, Courseware Support

	<ul style="list-style-type: none"> • Scheduling, Training Centre Administrators • Virtual Delivery Support team • Product owners, Curriculum leads and Practice Directors
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3. ABOUT YOU

Your Competencies 1: Working Level 2: Advanced Level 3: Expert Level	Core Results Driven – 2 Taking Ownership – 2 Collaboration – 2 Continuous Learning – 2 Role Specific Instructional Delivery – 2 Mentoring & Coaching – 1 Emotional Intelligence – 1
Your Experience	See addendum for specific portfolio/course requirements A strong track record of classroom, virtual and/or Attend from Anywhere learning delivery and commercially aware with the ability to suggest and support opportunities for business improvement or delivery innovation Applies theoretical understanding of effective practice in teaching, learning and assessment, enabling learners to share responsibility for their own learning and assessment and encourages learners to take a responsible and conscientious attitude to their own work and study Know when and how to differentiate appropriately, using approaches which enable learners to be taught effectively Plan activities/sessions that stretch and challenge learners of all backgrounds, abilities and dispositions but with the ability to be flexible and adaptable during delivery to meet different learner requirements when needed Know and understand how to assess the relevant subject and curriculum areas using different methods and able to link theoretical specialism knowledge to work experiences to support assessment of learning The ability to manage and influence group dynamics in the learning environment by giving learners regular feedback and encouragement. Having the confidence to manage disruptive behaviour and conflict managing

	<p>negative feedback objectively, promoting a passion for learning and learners intellectual curiosity</p> <p>Takes responsibility for promoting high standards of literacy and numeracy by addressing learner's needs and works creatively to overcome individual barriers to learning.</p>
Your Knowledge	<p>Has an excellent understanding of Health and Safety and can link it to appropriate lessons</p> <p>Has an excellent understanding of Safeguarding and Prevent and can link it to appropriate lessons</p> <p>Has an excellent understanding of British values and can link them to appropriate lessons</p> <p>Awareness of GDPR, copyright and intellectual capital (IP) requirements</p> <p>Has an excellent understanding of Equality and Diversity and can link it to appropriate lessons</p>
Your Qualifications	<p>Holds a recognised industry qualification</p> <p>QAA –</p> <ul style="list-style-type: none"> ○ Holds a PGCE or equivalent teaching qualification ○ Level 2 English or higher ○ Level 2 mathematics or higher <p>Holds a level 2 safeguarding qualification</p>
What you'll bring to QA	<ul style="list-style-type: none"> • A passion for learning and enabling learner success • Able to coach and support the development of internal colleagues in your area of expertise • A customer oriented approach to work • Be a team player, able to work virtually and independently • Ability to adapt to rapid change and cope with difficult situations • A continual improvement mind set