



## Key Information for an Associate Trainer:

### Ideal Candidate:

If you're a committed, enthusiastic, suitably qualified and experienced primary/ middle years or secondary teacher, who has enjoyed mentoring trainees and is interested in working training teachers, we would like to invite you to join us to teach on and take management responsibilities within the programmes we offer.

You must have recent and relevant experience of teaching in an early years and/or primary and/or secondary setting and be able to demonstrate a passion and enthusiasm for delivering content on Teaching and/or Learning or Subject specific curriculum. You must also have strong subject and pedagogical knowledge in relation to the teaching of a subject.

For an informal discussion about the role please contact us at [www.getrc.co.in](http://www.getrc.co.in)

## Job Description:

<b>Accountabilities</b>	
Support the GETRCs strategy by	
<ul style="list-style-type: none"> <li>• delivering training to the highest standards</li> <li>• enhancing the GETRCs reputation</li> <li>• continuing professional development and sharing of best practices</li> </ul>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Ensuring training meets trainee needs and expectations</li> <li>• Ensuring training meets GETRC Quality standards and organisational expectations</li> <li>• Maintaining good relationships with customers and colleagues</li> <li>• Supporting the GETRC's activities and plans</li> </ul>	
<b>Main duties</b>	
1	Plan, prepare and deliver high quality training that meets the needs of different customer groups taking into account individual learning styles
2	Monitor progress and provide regular feedback to help manage trainees performance throughout the course, and actively promote trainee autonomy and reflective practice
3	Contribute to the development, evaluation, and improvement of training courses, materials and related services, in order to meet trainee needs by actively working as a member of the training team
4	Complete training related administrative tasks to specified standards
5	Actively engage in professional development to ensure quality and high standards in training
6	Contribute to the development of lasting, mutually beneficial relationships by enhancing trainees' understanding of concepts
7	Support local marketing and promotional strategy, and assist the GETRC in delivering excellent customer service

**Key relationships:**Internal

- Other teachers and trainers
- GETRC management team
- GETRC administration team
- Wider NPS community of Principals and teachers

External

- Partner Universities and Teacher Training Colleges
- Associate schools

**Other important features or requirements of the job**

The GETRC offers training across a six day week to respond the requirements of the schools  
Leave is according to the schedule of GETRC, which is revised annually

**Key Shortlisting Criteria****Communication:**

You must be able to communicate complex information with clarity to a range of diverse audiences, both orally and in writing.

**Leading Others:**

You must be able to lead the work of a team, co-ordinating effort and resources to deliver objectives.

**Education and Qualifications:**

You must hold a higher degree/postgraduate qualification or equivalent experience in a relevant subject area and evidence of continuous professional development.

**Specialist Knowledge:**

You must have sufficient breadth and/or depth of knowledge of the relevant field (including current practice) to work within established programmes and write authoritatively.

**Teaching Experience:**

You will have a sustained period of experience teaching (3-5 years minimum) which should include experience of the following:

- Devising innovative teaching solutions that have impacted positively on learning
- Applying creativity in the design of programmes
- Developing appropriate assessments
- Challenging ideas, fostering debate, developing thinking skills and rational thinking
- Supervising the work of others, providing support and feedback
- Knowledge and experience of teaching a range of subjects and Grade levels.

**Special Requirements:**

You should be willing to:

- Work with some flexibility in your duties and take on additional work as required
- Travel and work at offsite locations as required for the purpose of the role
- Accept regular hours are kept, but these sometimes vary according to duties and need