

Title	Distance Learning Trainer
Reports to	Training & Development Manager

Job Role/Key Areas of Responsibility

Job outline: The distance learning trainer is responsible for developing and delivering online training to EF products and relevant employees that supports them in fulfilling their developmental goals. They work on a national level, collaborating with regional staff across products in conducting training needs analysis before developing training material and considering the needs of the EF and its employees in selecting trainees for courses. The trainer also applies new technologies approaches in training to develop a range of online content that engages trainees, supports trainees' development and the goals of the Teacher Recruitment & Training (TRT) department.

Roles and responsibilities:

- Develops and delivers a range of online training, from short self-access courses to distance courses. Acts as a role model in combining technology with different training structures to facilitate effective and engaging online learning.
- Collaborates with TRT colleagues and Education Service staff across China in conducting training needs analysis before developing and delivering online training.
- Set up feedback systems to identify opportunities to develop training and assess achievement of learning and business outcomes.
- Processes applications, enrolment and tracks learner progress on distance learning courses ensuring that trainees' records are kept up-to-date to ensure that the effects of training can be measured.
- Manages training content to ensure that resources are up-to-date and available to other EF staff.
- Develops pre-departure training to ensure teachers identify with and understand EF culture, fostering confidence, socialize with peers, have accurate expectations and can adapt to life in a new country.
- Generates interest in online courses through the use of online advertisements, newsletters and other promotions.
- Assists in onboarding new TRT Trainers. Provides training to the TRT Training Team on online training technologies and developments when needed.
- Assists in the delivery of externally accredited training and courses when necessary, such as Onboarding, regional training, observations, TKT practical delivery, Trinity CertTESOL, Trinity DipTESOL.
- Identifies and develops talent by mentoring training skills in trainees who have the relevant experience, competencies and commitment.

Minimum qualifications:

- Trinity DipTESOL (or equivalent)
- EF Certificate in Training of Trainers (or equivalent)

Career plan: This is a position for people who want to develop their skill set both in training (needs analysis, synchronous and asynchronous training content design, delivery and evaluation) within an online environment.

DISTANCE LEARNING TRAINER COMPETENCY SET

Builds transformational relationships	Exceeds all expectations & creates profitable business opportunities	Drives customer expectations and sets CR benchmarks	Influences across all levels of the organization	Resets performance benchmarks	Does long term coaching and mentoring to help others career progression	Uses ongoing systems	Encourages innovation in others
Establishes a collaborative culture	Actively develops an entrepreneurial culture	Exceeds customer expectations & creates long term relationships	Promotes & sustains mutual understanding & buy in	Delivers best in class performance	Coaches mentors and trains	Does research	Does things new to the sector
Has a proactive collaborative approach	Works independently & makes creative decisions	Promotes team culture of exemplary CR	Uses various techniques to get buy in	Delivers high performance consistently	Gives feedback to encourage	Digs deeper	Does things new to the organization
Supports and engages with others	Demonstrates creativity & initiative	Creates meaningful customer relationships (CR)	Effectively adapts message for maximum impact	Delivers consistently	Gives reasons to support others learning	Personally investigates	Takes action new to the job or area
Responds to others in a positive manner	Addresses current opportunities and problems	Has a customer perspective on issues & projects a positive manner with customers	Successfully engages in communicating with others	Achieves all set tasks	Expresses positive expectations of people	Asks questions	Challenges status quo
Building Relations	Entrepreneurial Orientation	Customer Orientation	Effective Communication	Results Orientation	Developing Others	Diagnostic Information Gathering	Fostering Innovation

Name: _____

Signature: _____

Date: _____