

Person Specification: Trainer

Factors	Criteria	Essential or desirable	Application
Education and professional qualifications	Shows evidence of continuing professional development	E	
	Has Qualified Teacher Status or equivalent	D	
	Has higher or specialist qualifications	D	
Experience	Has wide-ranging experience of working in the mainstream education system; or:	E	✓
	Has significant experience of working with professionals in the schools'/colleges' workforce	E	✓
	Has led training for other/fellow professionals	D	✓
	Usually has at least 7-10 years in the phase and subject s/he is offering; and:	D	✓
	Usually has at least 3-5 years in a middle or senior management post	D	✓
Aptitude and abilities	Is passionate and enthusiastic about her/his subject(s) and the process of education	E	
	Is passionate and enthusiastic about raising the attainment and enhancing the achievements of young people	E	
	Is up-to-date in her/his field(s), particularly regarding changes to the curriculum	E	
	Has the language of a professional trainer	E	
	Has the appearance of a professional trainer	E	
	Has the attitudes of a professional trainer	E	
	Understands the need to seek delegates' feedback constantly and use this to evaluate and improve her/his delivery	E	
	Understands the need to contribute to and supplement the materials supporting Creative Education courses in order to take ownership of each event	E	
	Understands the need to offer a mixture of practical strategies and creative ideas		
	Can communicate effectively via mobile phone and internet	E	
	Is competent with Word and PowerPoint	D	✓
Is competent in setting up and using laptop and projector (and any other audio/visual equipment)	D	✓	
Interpersonal skills	Has strong interpersonal and professional skills to enable her/him to create a rapport with the delegates in a very short period of time	E	
	Has the ability to host a small group of professional colleagues in a hotel environment, or sometimes a larger group in their own school or college, in an intense and challenging training situation for a period of up to six hours	E	
	Understands the need for the sensitivity and flexibility to respond to delegates' needs on the day	E	
	Has the ability to create an ethos where the delegates feel comfortable to challenge and enquire deeply about what they are being taught	D	
Other factors	Has a clear understanding of the differences between teaching and training	E	
	Understands the need for training sessions to be evaluated promptly by delegates and self	E	
	Can manage academic and administrative requirements as required and agreed	E	
	Must be able to work freelance	D	
	Must be reasonably available for work	D	
	Must be able to travel to various locations as agreed	D	