TRAINER PROFILE

As a Trainer you:

- must NOT be involved in Question Paper or Non-examined Assessment Production for the qualification you are delivering training for
- deliver training events for OCR customers, both face-to-face and on digital platforms
- deliver training to centres, or carry out centre support visits, as requested
- familiarise yourself with the training material and plan your event
- undertake any necessary systems training and test out any equipment you may be using
- arrive in good time, check and organise materials, and manage the day effectively
- welcome delegates, create a supportive and positive learning environment and manage discussion so all delegates can participate equally
- answer delegate queries to the best of your knowledge, and pass these on to the Subject Advisor for post-event follow-up
- complete all administrative tasks after the event promptly, including information on attendance and any feedback
- develop training materials as requested

provide:

- feedback to OCR on all events, including seeking insight into the wider teacher experience of the qualification and sharing this with Subject Advisors
- a calm, positive manner in dealing with any unforeseen situations during the event
- detailed, reasoned and timely responses to queries

will be responsible for:

- creating a positive delegate experience during the event
- making sure your knowledge of the qualification and subject expertise is current
- responding promptly to OCR where issues or concerns are identified
- managing the recording of the session, including returning the recording to OCR
- communicating and resolving issues with the venue on the day
- letting OCR know immediately of any issues on the day

will need to:

- be an advocate for OCR with a high level of professionalism
- maintain a good relationship with your Events Officer at OCR
- respond to feedback, adapting the training experience if necessary
- keep up to date by undertaking relevant training

must be:

- an engaging and empathetic presenter, with experience of presenting to peers
- able to use the IT systems and applications necessary to complete your task
- an excellent communicator with a flexible and adaptable approach
- open to exploring new platforms and ways of presenting
- an experienced examiner/moderator with a proven track record
- a subject expert with a detailed knowledge of the specification and a well-developed understanding of any moderation, standardisation and administration considerations