



Education & Products Development Department Education and Training Officer (Foreign Staff) 阿斯顿学校事业部教育及培训专员(外方)

JOB TITLE	Education & Products Development Department Education and Training Officer (Foreign Staff)
LOCATION	Xi'an or Dalian, with travel as needed
REPORTING TO	Aston School Division Educational and Production Director
WORK HOURS	40 hours per week
PAYMENT	

■ Job Duties / Responsibilities

Contribute to the improved quality of teaching in Aston schools through the provision of effective foreign teacher training and development programs for trainers, teachers and other relevant staff; review and evaluate these programs to ensure they are effective and aligned with company goals.

Employee Training and Development

- Serve as the lead Master Trainer for foreign teacher training
- Organise and facilitate Training the Trainer programmes and *certify trainers*
- Co-ordinate the provision of TCert training courses for incoming teachers at the beginning of the term across hub cities.
- Organise Aston's Practical TEFL program and train and develop trainers who can deliver it
- Lead the selection and professional development of key training personnel
- Work with line manager to support regional and school managers to set up semester and yearly training & development plans and monitor training delivery through monthly reports
- Collaborate with line manager to assess relevant training needs for individuals and schools





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- Consult with departmental, regional and school heads, and circulate requirements and relevant information to line manager as appropriate
- Work with ASC trainers to develop professional training systems based on the company needs
- Organise professional development courses with ASC trainers based on company objectives
- Manage Aston's Online/Distance learning programs for Teacher Trainers and Teachers , including the pre-arrival online materials for prospective teachers
- Work and travel with line manager and ASC trainers to organize and conduct trainings, educational events, throughout Aston cities as the company needs.

Training Assessment and Evaluation

- Observe training sessions conducted by ASC trainers, provide feedback and agree action/development plans
- Assess the quality of training, observation and coaching conducted throughout ASC schools by aiming to observe each trainer at least once a year and provide a copy of the report to line manager
- Building education quality assessment system for meeting the course products' quality management needs

Training Materials Development

- Collaborate on developing content and training materials for Master Training, Teacher Trainer Training, Initial teacher training (TCERT), Aston's Practical TEFL Program and continuous professional development workshops
- Lead the development of Aston's Online Training and Professional Development system (LMS)
- Lead the development of other Aston course training materials

Curriculum Management





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- Collaborate with ASC trainers and key personnel to assess and evaluate Aston's courses and how they meet customer needs, and suggest changes when and where necessary
- Collect new course ideas and information from ASC schools and evaluate their effectiveness and viability
- Collaborate on selecting new course books, curriculum development and course set up to meet rising customer needs and diversify
- Review current non-standard Aston courses and textbooks (Summer and Winter Intensive, Camps, etc.) and evaluate their learning impact and marketability and suggest alternative curricula

Communicate Aston's Education and Training Standards

- Set standards for Aston's Education and Training
- Work with the standards and compliance staff to evaluate observance of Education and Training standards
- Review annually Aston's Education and Training Standards and Policies
- Suggest changes and improvements to Aston's Education and Training Standards and Policies
- Develop Educational standards and quality assurance process
- Collaborate with Aston's R&D department to develop the system standards of Aston's teaching, training, exams, interviews, educational service, and quality control management.

Others

Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses; amend and revise programs as necessary, in order to adapt to the changes that occur in the business environment





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JOB PROFILE

EDUCATION

Bachelor Degree or TEFL or equivalent in Education or any related field.

EXPERIENCE

A minimum of three years of teaching/management experience.

COMPETENCIES

- Knowledge of the aims, objectives and policies of Aston
- Professional knowledge in their own subject area
- The characteristics of effective learning and teaching
- Methods of assessment
- Curriculum development

COMMUNICATION

- Communicate effectively with groups and individuals
- Prepare accurate written materials
- Listening and questioning skills
- Explaining ideas clearly
- Provide constructive feedback
- Persuasion and negotiating skills

TECHNICAL COMPETENCIES

- Setting objectives
- Planning and prioritizing
- Evaluation
- Monitoring and reviewing
- Managing time
- Creativity
- Decision-making

Establishing effective working relationships

INDIVIDUAL CHARACTERISTICS

- Enthusiasm
- Self-confidence
- Energy and persistence
- Reliability





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- Integrity
- Commitment to education and to their trainees' progress and achievement
- Readiness to adapt to changing circumstances and new ideas
- Realism and objectivism
- Openness and responsiveness to others
- Acceptance of differing learning needs, expectations and styles
- Empathy, rapport and respect for trainees and colleagues
- Assertiveness.

OTHER SKILLS (LANGUAGE, COMPUTERS)

- Native or Near-native English speaker

Proficiency of Microsoft Office software: Word, Excel and PowerPoint

I acknowledge receipt of my job description and understand that the content will be reviewed on an annual basis.

	SIGNATURE	DATE
READ & ACCEPTED:		

