

<b>TRINITY</b> COLLEGE LONDON	<b>Job Description</b>
<b>JOB TITLE:</b>	Teacher Development Manager
<b>Accountable to:</b>	Head of TESOL Qualifications
<b>Staff managed:</b>	N/A
<b>PURPOSE OF THE JOB</b>	
<p>The role of Teacher Development Manager (TDM) is to assist the Head of TESOL Qualifications in the delivery of the syllabuses for TESOL and other teaching qualifications, the validation and moderation processes, and organising of standardisation and training events. The TDM will also be expected to help in implementing new methods of delivery of qualifications, and to provide a contact point for providers, potential candidates and moderators, amongst other internal and external stakeholders.</p>	
<b>KEY ACCOUNTABILITIES &amp; TASKS</b>	
<p><b>Assist in qualifications delivery</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of TESOL Qualifications in delivering the syllabuses for teacher education qualifications.</li> <li>• Assist the Head of TESOL Qualifications in processes and procedures for validating and moderating providers of TESOL and other teacher education qualifications.</li> <li>• Deputise for Head of TESOL Qualifications with providers and contacts and handle queries.</li> <li>• Process applications for course validation.</li> <li>• Contribute to the fee setting process.</li> <li>• Assist in implementing new methods of delivery of qualifications.</li> <li>• Responsibility for processing, examinations, referrals and other moderated work, according to qualification requirements.</li> <li>• Other activities as directed by the Head of TESOL Qualifications.</li> </ul> <p><b>Manage arrangements with the panels</b></p> <ul style="list-style-type: none"> <li>• Organise examiner, moderator and centre conferences in liaison with the Head of TESOL Qualifications.</li> <li>• Set up and run review processes in liaison with Head of TESOL Qualifications.</li> <li>• Coordinate teacher education moderator / examiner monitoring and standardisation exercises, in collaboration with the validation team and panels team respectively.</li> </ul>	

**Data management**

- Manage and store all data related to TESOL and other teacher education qualifications including information regarding providers, panel members, results, appeals and complaints.
- Logging all departmental expenses and income.

**JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST****Education/Qualification:**

- Under-graduate degree
- An initial English Language Teaching qualification (e.g. CertTESOL or CELTA) and some English Language Teaching experience.

**Essential Skills Required:**

- Good administrative skills
- Good Microsoft knowledge
- Excellent interpersonal skills
- Ability to work autonomously

**CONTACTS: INTERNAL AND EXTERNAL**

- CertTESOL and DipTESOL panel members
- Inter-department administrative liaison
- Existing and prospective TESOL centres
- Members of the public

**FINANCIAL PARAMETERS**

N/A