

Associate Education Adviser Role Description

Location: Various

Reporting to: Senior Education Consultant

Working with: Development Team

Summary of the Role:

To deliver a variety of professional development workshops for teachers and/or workshops for parents on education for high potential learners in accordance with Potential Plus UK's quality assurance standards.

Remuneration: Payment per training session at a rate of £100 per half day/£175 per day, plus travel/accommodation if needed.

Preferred Specialisms

General high learning potential

Gifted education

Challenge in the classroom

Social and emotional issues

Special educational needs

Elements of the Role

1. To work collaboratively with the Senior Education Consultant and the Development Team.
2. To prepare for the workshop using material supplied by Potential Plus UK and with information about numbers, venue and requirements.
3. To arrive at the workshop venue at least 30 minutes before the event and ensure that everything is in order to deliver the activity.
4. Using the materials prepared by Potential Plus UK, to deliver workshops on key subjects on behalf of the organisation and in line with its approach.
5. To encourage participants to evaluate the workshop using Potential Plus UK's monitoring system.
6. To liaise with the workshops coordinator/venue on behalf of Potential Plus UK.

7. To participate in termly conference calls with other members of the Development Team and to feed in ideas and suggestions about activity sessions, organisations to work with and other development ideas.
8. To support and contribute to the work and development of Potential Plus UK.

Training

Potential Plus UK will provide an individually tailored training programme which is dependent on the candidate's prior knowledge and experience. Lasting up to 12 weeks, prospective Associates must reach a satisfactory standard as a trainee prior to being accepted as a paid Associate. The programme consists of both electronic and face-to-face training, so some travel to the Potential Plus UK central office in Milton Keynes and/or a workshop venue may be required.