

Learning Matters Private Limited

Job Description

Training Specialist

Learning Matters is an education technology company. We develop digital and non digital school transformation solutions. We collaborate closely with schools and vocational training institutions to enhance teacher competency and improve student learning outcomes.

We are looking to hire a **Training Specialist**, to be based in Bangalore.

I. Key responsibilities:

1. Preparing content / materials for training programmes related to teachers' training, which will include:
 - i. Pedagogy training for teachers
 - ii. Soft skills training
 - iii. English language training
 - iv. Any other related training
2. Conducting assessments and recording all data
3. Obtaining customer feedback and taking action as appropriate
4. Coordinating with the team to ensure smooth delivery of training programmes

II. Qualifications / Work experience

1. Bachelors' Degree in Education is mandatory. Masters' Degree in Education is a plus.
2. Excellent English communication skills

3. Good working knowledge of MS Office
4. Should be at least at an intermediate level of using Google Slides and Google Sheets
5. At least 4 years of experience in having trained teachers

III. Additional requirements for the role:

1. Must be passionate about education as well as training and development.
2. Must exhibit eagerness to learn and work in a diverse team
3. Must be able to engage with teachers from diverse backgrounds
4. Must have strong planning and organisational skills
5. Should be able to work on weekends(occasionally)
6. Should be able to travel to project areas frequently (when in-school trainings begin)

IV. Hiring Process

1. Round 1:Telephonic Interview
2. Round 2: In person interview
3. Round 3: Demo session
4. Round 4: HR Interview (if needed)

V. Date of joining

Immediate. Candidates must be ready to work out of the Learning Matters office after confirmation.
