

## JOB DESCRIPTION

<b>Job Title</b>	<b>Trainer (Home-Based)</b>
	The Bell Foundation
<b>Reports to</b>	Training Manager
<b>Salary</b>	£29,217- £33,913 pro rata
<b>Location</b>	Home-Based (with one day per month from The Bell Foundation Cambridge office)
<b>Contract Length</b>	Part time (17.5 hrs per week over four days, permanent)

<b>Role Purpose</b>	To develop and deliver high-quality teacher training, accreditation, and resources as part of both the Foundation’s EAL Programme and Language for Results International Programme. To impact on the effective support and teaching of pupils who use English as an Additional Language in both the UK and International contexts.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Design, deliver and evaluate up-to-date, evidence-informed, digital training courses, events and workshops across both The Bell Foundation’s integrated programmes</li> <li>• Design and e-moderate digital training courses and webinars for Initial Teacher Education, Continuous Professional Development, teacher educator and senior leader audiences</li> <li>• Implement appropriate methods, techniques and strategies within course design that take account of the course type, medium of delivery, and participants’ expectations and learning needs</li> <li>• Model best practice in EAL CPD in delivery in accordance with the quality standards set by The Bell Foundation Quality Assurance Framework</li> <li>• Contribute to the development and production of innovative, high quality resources across the EAL Programme; including EAL teaching resources for The Bell Foundation website</li> <li>• Alongside the Training Manager and Programme Quality Manager conduct peer/quality assurance reviews of training courses and associated materials</li> <li>• Regularly review, evaluate and develop existing training materials and resources to maintain quality and keep up to date and relevant</li> <li>• Keep up to date with key research, policy changes, educational and EAL issues and changes to policy and practice and ensure that courses and associated training materials are fully informed and up to date</li> </ul> <p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>• Comply with the Foundation’s systems to ensure compliance with all current charity, data protection, equalities and other laws and regulations in relation to all aspects of the charity’s activities and training, including in relation to digital activities</li> </ul>

	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Project management and administration of own work areas ensuring work is aligned with wider programme activities</li> <li>• Maintain effective partnerships to achieve shared outcomes, particularly around the development and running of training</li> <li>• Enhance the reputation of the Foundation by promoting the EAL Programme at events and conferences including speaking and facilitating of workshops</li> <li>• Contribute to relevant projects on all of the Foundation's integrated programmes including the EAL, International and ESOL Programmes.</li> <li>• Maintain full manual and electronic records and audit trails of all correspondence</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To adhere to all statutory regulations and to the policies and procedures of The Bell Foundation</li> <li>• Protect at all times the confidentiality of information handled within the remit of the post</li> <li>• Promote and safeguard the welfare of children and young persons you come into contact with. A DBS check will be requested in the event of a successful application.</li> <li>• Undertaking other duties commensurate with the post, which the Foundation deems appropriate</li> </ul>

<b>Compiled by</b>	Katherine Solomon
<b>Date</b>	November 2020

*This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder's areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of The Bell Foundation.*

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## PERSON SPECIFICATION

<b>Job Title</b>	<b>Trainer (Home Based)</b>
	The Bell Foundation

<b>Educational Level</b>	<p>Qualifications required:</p> <ul style="list-style-type: none"> <li>• B.Ed., PGCE or equivalent</li> </ul> <p>Language/ Linguistics qualification such as:</p> <ul style="list-style-type: none"> <li>• Masters (Applied Linguistics, TESOL, SLA, ELT, Digital Education)</li> <li>• DELTA or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record in developing and delivering high-quality training courses in a range of educational settings (including primary/secondary schools, and ITE)</li> <li>• Current knowledge and understanding about education, research, national policies and initiatives in EAL for both the UK and international contexts</li> <li>• An understanding of the key principles behind teacher training course development and an awareness of what constitutes impactful CPD for school practitioners in the state sector</li> <li>• Experience of innovation and development of digital training for educational, learning and teacher training audiences via digital learning management systems (e.g. Moodle)</li> <li>• Experience working in a comparable role in either the international or UK education sector, local government, or charity sector</li> <li>• Ability to apply user feedback and evaluation mechanisms to inform the development of training and resources</li> <li>• Experience of peer review and quality assurance processes in relation to course and resource development</li> <li>• Up-to-date understanding and compliance with data protection</li> </ul>
<b>Personal Skills/Qualities</b>	<ul style="list-style-type: none"> <li>• Outstanding oral and written communication skills, including the ability to present content in effective and dynamic ways to engage participants and ensure learning outcomes are met</li> <li>• Excellent project management skills that demonstrate the ability to organise and manage a workload to tight deadlines</li> <li>• Excellent interpersonal skills and the ability to interact effectively at all levels both internally and externally</li> <li>• Excellent attention to detail and the ability to critically evaluate and review</li> <li>• Innovative self-starter, with a can-do attitude, able to think laterally and creatively about opportunities and projects</li> <li>• Enthusiasm for and commitment to the Foundation’s mission and programmes</li> <li>• A team player, able to work both on own initiative and in a collegiate manner</li> <li>• High level IT skills for the development and delivery of training and resources, including Microsoft PowerPoint &amp; Word, interactive whiteboards and Learning Management Systems for e-moderation (e.g. Moodle) and systems for delivering synchronous online learning (e.g. Adobe Connect, Zoom)</li> </ul>

<b>Special Requirements</b>	Occasional out of hours working may be required including occasional overnight stays.  This is a home-based role. You will be required to spend at least one day per month working from the Cambridge office.
<b>Compiled by</b>	Katherine Solomon
<b>Date</b>	November 2020

The Bell Foundation offers the following benefits:

- 25 days' annual leave per year plus 8 public holidays
- Pension Scheme –5% employee/employer matching contributions. Employees can also choose to make their pension contributions via salary sacrifice.
- Options to Buy /Sell Annual Leave
- BUPA Dental Plan
- Free Eye Tests
- Life Assurance Scheme
- Tech Scheme
- Health Assured Employee Assistance Plan
- Home-based working (with expenses covered for agreed travel and subsistence to Cambridge in line with the expenses policy)