

May 2025

Dear Applicant

Thank you for your interest in the role of Trainer (Casual, Home-based) at The Bell Foundation.

The Bell Foundation is an educational charity working to overcome exclusion through language education and is delivering its vision through the EAL Programme and the ESOL Programme. We also run a commercial offer for international schools worldwide, Language for Results International, which aims to develop the expertise of school staff in international schools, improve the attainment of multilingual learners who use EAL, and support an inclusive learning environment for all.

This role is an exciting opportunity for a casual, home-based online Trainer to work within a growing, dynamic team to deliver training and resources for schools and teachers. You will play a key role in the running of [online training as part of the international offer](#), and [accreditation for both UK-based and international schools](#).

You will have a proven track record of running high quality, online teacher training to international schools and experience of working in a comparable role. You will have experience of working with Learner Management Systems such as Moodle, and video conferencing platforms such as Zoom and Microsoft Teams. You will have a sound understanding of what constitutes effective and evidence-informed CPD.

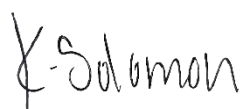
With excellent digital, communication and interpersonal skills, you will be a self-starter with a can-do attitude, excellent attention to detail, an eye for quality and the ability to critically evaluate and review.

This is a fully home-based role, and **we can only accept applications from those located in the UK.**

The Bell Foundation believes in diversity, valuing difference and tolerance. We welcome applications from all backgrounds regardless of first language, sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

I hope this pack gives a flavour of our work and the role and I look forward to hearing from you.

Yours sincerely



**Katherine Solomon**

Head of Training and Resources

## About The Bell Foundation

The Bell Foundation is a charity which aims to change lives and overcome exclusion through language education. We work on practical interventions, research, public policy, training, and innovation. By generating and applying evidence, we aim to change practice, policy, and systems for multilingual children, adults and communities who experience social exclusion.

### Our vision

Multilingual children, adults, and communities are assets to society. We work in partnership to create opportunities, change lives, realise potential, and overcome exclusion through language education.

### Our mission

To achieve our vision, we work through practical interventions, research, public policy, training, and innovation. By generating and applying evidence, we aim to change practice, policy, and systems for multilingual children, adults and communities who experience social exclusion.

### Values

- We are independent and impartial.
- We are authoritative and rigorous in our approach and present clear and balanced evidence.
- We speak out.
- We work in partnership with others.
- We champion practical solutions to problems.
- We value diversity and difference.

In 2024, Trustees signed off a new strategy for 2025–2030 period which has six overarching objectives.

- **Improve the educational outcomes of EAL children** through training teachers, school leadership, and other staff, and providing resources at scale.
- **Improve the outcomes of adults who are excluded by language barriers** so that they have increased opportunity to participate in the labour market and in the community.
- **Speak out through our public policy, influencing, and communications** work, to continue to ensure that policy reflects the needs of EAL and ESOL speakers through engagement with policy makers and stakeholders at all levels, communicating to relevant audiences.
- **Language for Results International:** We will make this a net surplus revenue stream, providing a financial contribution to our charitable work.
- **Assets:** Continue to optimise the long-term return from all our assets to finance our charitable mission and vision.
- **Building a strong and inclusive organisation:** We will continue to uphold high standards of governance and build a strong and inclusive organisation. We will continue to measure the impact of our work with a new framework in support of our new strategy.

Find out more about our work by exploring:

- [Our Impact - The Bell Foundation](#)
- Our website: [bell-foundation.org.uk](https://bell-foundation.org.uk)
- Find out more about the [ESOL Programme](#)



### How to apply:

Please email a copy of your CV and a covering letter to [recruitment.foundation@bell-foundation.org.uk](mailto:recruitment.foundation@bell-foundation.org.uk). Note that should you be called for interview, you will be asked to complete an application form.

The deadline for applications is **5pm on Friday 30 May 2025**.

Online interviews will be held **on Friday 13 June** and **Monday 16 June 2025**.

The Bell Foundation is committed to promoting and safeguarding the welfare of children and young people and expects all staff to share this commitment. A DBS check will be requested in the event of a successful application.

## Job description

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture.

We welcome applications from all backgrounds, across all protected characteristics and socio-economic status and particularly encourage submissions from those with lived experience of speaking another language.

Job Title	Online Trainer
Organisation	The Bell Foundation
Reports to	Training Manager
Salary	£30.36-£33.03 per hour
Location	Home-based
Contract	Casual (variable hours)
Role Purpose	To develop and deliver high-quality teacher training, accreditation, and resources as part of The Bell Foundation's Language for Results International and UK EAL Programmes. To impact on the effective support and teaching of pupils who use English as an Additional Language.
Main Responsibilities	<ul style="list-style-type: none"> <li>• Deliver up-to-date, evidence-informed, digital training courses, events and workshops for The Bell Foundation's international programme.</li> <li>• E-moderate digital training courses and webinars for Initial Teacher Education, Continuous Professional Development, teacher educator and senior leader audiences.</li> <li>• Support in the running of The Bell Foundation's accreditation scheme for UK and international schools.</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 CPD in delivery in accordance with the quality standards set by The Bell Foundation's Quality Assurance Framework.</li> <li>• Where, required, contribute to the development and production of innovative, high-quality resources across the Foundation's programmes, including EAL teaching resources for The Bell Foundation website.</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> </ul>

	<ul style="list-style-type: none"> <li>Enhance the reputation of the Foundation at events and conferences including speaking and facilitating of workshops.</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>To protect at all times the confidentiality of information handled within the remit of the post.</li> <li>To 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>To undertake other duties commensurate with the post, which the Foundation deems appropriate.</li> </ul>
<b>Compiled by</b>	Katherine Solomon
<b>Date</b>	May 2025

## Person specification

<b>Job Title</b>	<b>Online Trainer (Casual contract)</b>
<b>Organisation</b>	The Bell Foundation
	<b>ESSENTIAL</b>
<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 international educational settings (including primary/secondary schools, Further Education colleges and ITE).</li> <li>Current knowledge and understanding about education, research, national policies and initiatives in EAL and ESOL for both the UK and International contexts.</li> <li>Experience of working with assessment criteria to review and make evidence informed judgements about the quality of EAL provision in international schools. An understanding of the key principles behind teacher training course development and an awareness of what constitutes impactful CPD for school and college 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>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of school/college improvement within international settings.</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>	<p>Occasional out of hours working may be required including occasional overnight stays.</p> <p>This is a fully home-based role.</p>
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<b>Date</b>	May 2025

*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.*