



Job Description

Job Title	Teacher Trainer
Dept	Bell Teacher Campus
Reports to	Academic Director, Bell Teacher Campus
Role	Development, delivery, and support of teacher training programmes in line with agreed standards and policies
Main responsibilities	<ul style="list-style-type: none">▪ Plan, prepare, and teach courses and lessons for overseas teachers, selecting and sequencing appropriate materials, resources, methods, and techniques according to the training course type and participants' expectations and needs;▪ Induct participants appropriately, and provide academic and cultural advice as directed;▪ Assess, and provide relevant and timely feedback on achievement, progress, and developmental needs to participants, including end of course reports, as directed;▪ Set, evaluate, and mark participants' course work, homework and other assignments as appropriate;▪ Complete and carry out associated administrative tasks as directed, including maintaining records of work, and contributing to the compilation of course folders for future reference;▪ Supervise participants' attendance and participation, as appropriate▪ Attend academic, departmental & school meetings when required, and attend/deliver INSETT sessions as directed;▪ Adhere to the standards and procedures detailed in the Teacher Campus Handbook;▪ Attend social events as required.
General	<ul style="list-style-type: none">▪ Actively promote Bell's full range of training services (both in the UK and globally) with participants;▪ Adhere to all statutory regulations, and Trust policies and procedures;▪ Any other duties as may be reasonably required by your line manager.

Compiled by:	Director of Operations
Date:	2009

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 Teacher Trainer'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 Trust.