



## Bell-Awardbrand English Language Training

### Job Description

<b>Job Title</b>	English Language Trainer Libya
<b>Dept</b> <b>Reports to</b>	Bell in Libya Academic Manager
<b>Role</b>	Development, delivery, and support of academic programmes in line with agreed standards and policies
<b>Main responsibilities</b>	<ul style="list-style-type: none"><li>▪ Plan, prepare, teach and where appropriate design courses and lessons, selecting and sequencing appropriate materials, resources, methods, and techniques according to the course type, learners/sponsors expectations and needs, paying relevant attention to learning context and environment, as directed and to agreed standards;</li><li>▪ Assess, and provide relevant and timely feedback on achievement, progress, and developmental needs to students, sponsors, academic and other managers, and colleagues, including end of course certificates and reports, and as directed;</li><li>▪ Set, evaluate, and mark students' course work, homework and other assignments as appropriate</li><li>▪ Carry out and mark placement tests, and regular diagnostic, progress and summative testing as directed and according to student need;</li><li>▪ Complete and carry out associated administrative tasks as directed</li><li>▪ Induct students appropriately, and provide academic advice, counselling, educational guidance, and tutorial support to students, including individual learning plans as directed;</li><li>▪ Supervise students' attendance and behaviour, as appropriate</li><li>▪ Develop, materials and resources, and undertake other academic project work as directed; assist in curriculum and academic policy development as directed</li><li>▪ Evaluate, and provide relevant and timely reports and feedback on, materials, courses, and lessons to sponsors, academic and other managers, and colleagues as directed</li><li>▪ Attend academic &amp; school meetings when required</li><li>▪ Attend and contribute to conferences, courses, business development and other special interest, strategic, and development groups as directed.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>▪ Actively promote Bell's full range of training services (both in the UK and globally) with student contacts, by maintaining an up-to-date knowledge of Bell products and services and by referring potential prospects to the appropriate Market Development Manager;</li><li>▪ Any other duties as may be reasonably required by your line manager.</li></ul>

### Other Duties

- Ensure the security of specified premises
- Assist in event of any fire or other emergency evacuation
- Assist with fire drills
- To comply with Bell Health and Safety policy
- To provide assistance in dealing with any incident/emergency on site
- To attend local meetings, as required
- To attend training courses as required