



Job description - CPD Freelance Consultant

Session rate: £180 per session (inclusive of travel and preparation). Online and onsite sessions are paid at the same rate.

Session frequency: CPD demand varies depending on the time of year and location. The wider your travel area, the more opportunities we can offer. While we aim to allocate work fairly, session volume cannot be guaranteed. Most of our freelance consultants also work with other organisations or hold part-time roles.

COMPANY:

The aim of our software is to create a space where children can learn while being creative, using the technology and tools they will have to use for the rest of their lives. We take difficult concepts and make them accessible to children of all abilities. We are dedicated to making software that raises standards, enhances the learning experience, and saves teachers' time.

WHO WE'RE LOOKING FOR:

As a Freelance CPD Consultant, you will play a vital role in 2Simple's professional development strategy, ensuring teachers receive the support they need to thrive. Your keen attention to detail, deep understanding of educators' needs, and empathetic approach will make you an invaluable asset in this role.

With strong organisational skills and a passion for delivering exceptional customer service, you will excel in a dynamic environment. Your ability to quickly learn and adapt to new skills will be essential to providing the high-quality support our customers deserve.

As the face of 2Simple for many schools, you will uphold our reputation for professionalism and build strong, lasting relationships within the education community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Deliver engaging and effective CPD, including bespoke sessions and innovative new professional development options to schools and clusters of schools.

- Delivering online as well as onsite CPD sessions
- Deliver engaging and effective CPD sessions to schools, both onsite and online.
- Lead bespoke training sessions and contribute to innovative professional development offers.
- Agree outcomes with schools in advance and ensure all expectations are met.
- Confirm all CPD session details (date, time, location, focus) with schools at least 10 days before delivery.
- Maintain your online diary, ensuring it's accurate and up to date.
- Communicate effectively with your 2Simple regional manager and wider support team.
- Submit invoices and administrative documents promptly and accurately after delivery.
- Attend annual accreditation meeting online or onsite. (a requirement of maintaining the status and contract as a 2Simple freelance consultant.)
- Keep updated with all 2Simple products by reading and digesting emails and online briefings from 2Simple.

2-10 Baron Street | London | N1 9LL | UK

+44 (0)208 203 1781 | hello@2simple.com | 2simple.com

2 Simple Limited | Company number 03843465

Registered Address | 188 Brent Street | London | NW4 1BE





Job Skills: **Essential**

- Experience, knowledge and understanding of primary education and the National Curriculum
- Primary age teaching experience.
- Evidence of personal professional development demonstrated by a combination of skills, training and experience.
- Contribute to the professional development team by developing school relationships, designing and strengthening professional learning opportunities for schools, and ensuring quality product and delivery.
- Willingness to travel within the region and work outside of normal office hours when required.
- Current driving license and willing to use own vehicle.
- Strong IT skills, including proficiency in Microsoft Office (Excel, Word, Outlook)
- Exceptional communication skills for engaging with both external customers and internal teams.
- Quick learner, able to adapt to new processes efficiently.
- Honesty, reliability and positive attitude.
- Great attention to detail.

Desirable

- Experience with Purple Mash and other 2Simple products is preferred.
- Curriculum leadership experience, ideally in computing.
- Familiarity with digital education solutions, including delivering teacher professional development.

APPLYING FOR THE ROLE:

If you're interested in applying for this role, please submit your CV and a cover letter explaining why you feel that you are suited to the job and what previous experience you bring to the role.

Please email both to CPDJobs@2Simple.com

2Simple is an equal opportunities employer and is committed to ensuring that all partners, staff, job applicants, customers and suppliers are treated fairly and with respect, irrespective of their actual or assumed background including gender, sexual orientation, marital status, age, race (including colour, nationality and ethnic origin, religion/belief or disability).

Further information about the company can be found at www.2simple.com.

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