

Frequently Asked Questions

What is a Freelance Trainer?

Freelance trainers will deliver professional development training sessions to schools using pre-produced Pearson materials. Sessions could be on one of the following areas: teaching reading or teaching children with special educational needs, but at the moment we need trainers for Heinemann Active Maths and Wordsmith (an English course). Sessions will be face to face, ensuring that all schools and teachers receive an individual experience.

How do I apply and what is the selection procedure?

Please visit our website: www.edexcel.com/aa-recruitment and fill out our online application form. References will be requested upon submission of the form. Once references are received, your form will then be assessed to ensure that you hold the required qualifications and experience.

If you are then selected to attend an interview, we will contact you with further details in due course. Please note that you will be asked to present a piece of primary software at interview – details tbc.

You will be informed of the interview outcome by email.

Can I specify which area I want to train in?

We currently need freelance trainers to train schools in the use of our primary maths service, Heinemann Active Maths, and our Primary English service (Wordsmith), but you may get the opportunity to train in the following areas:

1. Teaching reading
2. Teaching children with special educational needs

You can apply for one or all areas, provided you have relevant experience. Please specify the area(s) in your application form.

I have already worked with Edexcel on a contract basis. Do I need to reapply?

Yes. This is a brand new role within a new team, so all applications will need to be original. If you are interested in applying for different areas within the same role (eg reading or SEN, as well as maths) there is no need to submit various applications. Please specify on your application that you are qualified in more than one area.

Can I apply for more than one area?

Yes. If you have experience in more than one area (e.g. SEN, and/or maths), please specify on the online application the areas which you have delivered, and we will consider you for all relevant areas.

How can I check on the progress of my application?

You can check on the status of your application at any time by logging into your Gateway account. Go to www.edexcelgateway.com, where you have the option to resume incomplete applications and view any applications previously submitted.

When can I expect to hear about whether or not I've been successful in my application?

You will be informed of the outcome of your application by the end of November 2013.

I don't live in the UK, am I still eligible to be a Freelance Trainer?

Unfortunately we are not able to offer this position to candidates outside of the UK. We need freelance trainers to easily travel to schools within the UK.

If I were to become a Freelance Trainer what would my time commitment be?

Before becoming a freelance trainer, you will need to attend at least one training event which may be held locally or possibly in London or Oxford. Additional training will normally be completed electronically. This training is to ensure you are up to date on Pearson's products and are fully briefed on how to deliver the training. The actual events can run anywhere between 2 and 6 hours, depending on the type of training you deliver. We will liaise with you to ensure your training schedule suits your needs and availability.

How do I find out about which dates I need to make available?

Once you have been recruited successfully, we will ask for your availability. We will use this availability to assign training dates. Training dates will be assigned as soon as possible, so you can prioritise them in your diary.

How much will I get paid?

Freelance trainers can expect to earn £250 for a full day training event. Reasonable travelling expenses are also covered.

If I need more information who should I contact?

Please contact : AAResourcing@pearson.com