



February 2025

Job description - CPD Consultant

Location: Home-based and travel to schools and occasional office visits in London
Preferably based in West London, Berkshire, Buckinghamshire or Hertfordshire

Hours: 4 days per week (Term time only)

Reports To: Head of Professional Development

Salary: Competitive

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 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
- Online 1-1 sessions supporting teachers (Mash Chats and consultation/reviews)
- Delivering webinars on 2Simple products
- Producing short CPD videos for teachers (Mash Bites)
- Contributing to CPD and educational resources
- Liaising with our developers & education team
- Assisting user setup support with existing or new customers
- Identifying and escalating priority issues; redirecting problems to appropriate resource
- Working with our CRM and booking systems to ensure all reporting, administration and communication systems are implemented in an efficient and timely manner

Job Skills:

Essential

- Experience, knowledge and understanding of primary education and the National Curriculum
- Primary age teaching experience.

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

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2 Simple Limited | Company number 03843465

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





- Evidence of personal professional development demonstrated by a combination of skills, training and experience.
- Willingness to travel within the region and work outside of normal office hours when required.
- Good phone manners with the ability to empathise with customers especially when they are experiencing difficulties.
- Strong IT skills, including proficiency in Microsoft Office (Excel, Word, Outlook) and CRM systems.
- Exceptional communication skills for engaging with both external customers and internal teams.
- Quick learner, able to adapt to new processes efficiently.
- The ability to work under pressure and tight deadlines.
- 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.
- Self-motivated and able to work independently while also integrating well within the company. To this end, she/he/they will always need to:
 - Keep abreast of current developments in curricula and professional development, to promote relevant, leading-edge CPD for our schools
 - Keep updated with 2Simple products by reading and digesting emails and online briefings from 2Simple
 - Passionate in offering the best quality of service possible to our customers
 - A team player with strong, empathetic communication skills and the ability to understand different perspectives

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 that you bring to the role.

Please email both to CPDJobs@2Simple.com

Interviews will be conducted on Wednesday 19th March online.

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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