Dear Candidate,

Thank you for your interest in the role of **Teacher Assessment Manager** at the Chartered College of Teaching.

The Chartered College of Teaching is the professional body for the teaching profession and represents more than 40,000 teachers across the country, reaching more than 2.6 million students.

We are working to celebrate, support and connect teachers to take pride in their profession and provide the best possible education system for teachers and children. We are dedicated to bridging the gap between practice and research and equipping teachers from the second they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

Through Chartered College of Teaching membership, teachers have access to a wealth of research, resources and insight to enable excellent teaching. By bringing the profession together and giving teachers a platform for their voices to be heard and their expertise to be respected, we can raise the status of teaching together.

The Chartered College of Teaching is seeking to recruit an exceptional Teacher Assessment Manager to join our growing and dynamic team. Reporting to the Head of Teaching, Learning and Assessment, this is a fantastic opportunity to manage assessment and accreditation of candidates undertaking assessments as part of their journey towards achieving Chartered Teacher Status.

The successful candidate will have strong knowledge of both the education sector and assessment, including assessment principles, effective assessment design and assessment bias.

For more information about joining the Chartered College, please watch this short [video](https://chartered.college/join-the-team/) from Dame Alison Peacock (CEO).

The Royal Charter for the teaching profession was originally granted in 1849 to protect and serve teachers. In July 2017, this Royal Charter was transferred to a new professional body – the Chartered College of Teaching. The Chartered College of Teaching is a fast-growing charity making the transition from ‘start-up’ to a sustainable, impactful, high-profile organisation. The Chartered College of Teaching is the professional body for teachers in England. We are working to celebrate, support and connect teachers to take pride in their profession and provide the best possible education for children and young people.

**Vision**: Teachers are working in a research-informed way to provide the best possible education for children and young people.

**Mission**: We celebrate, support and connect teachers to deliver world-class teaching benefiting pupils and society. Together we will raise the status of the teaching profession.

By raising the status of teaching as a profession, we aim to create a world where highly skilled, passionate and competent people become the visionary and inspiring teachers of the future.

We are looking for a highly capable and driven individual for this busy and exciting role.

We look forward to hearing from you.

Yours sincerely,



Professor Dame Alison Peacock, Chief Executive

Job Title: Teacher Assessment Manager

Location: Office (central London) or home based (If office based, there is some flexibility to work remotely)

Hours: 35 hours per week (open to flexible/part-time). Some evening and weekend work will be required, for which time in lieu will be available.

Salary: Up to £35k per annum (pro rata if part-time)

Contract: Permanent

Reports to: Head of Teaching, Learning and Assessment

About the Chartered College of Teaching

The aim of the Chartered College of Teaching is to improve the quality of education for children and young people. We support teachers, champion great teaching and raise the status of the profession so that teachers are working in the most effective, informed way to provide the best possible education for children and young people now, and in the future.

Diversity and Inclusion

The Chartered College of Teaching is committed to ensuring that our workforce is truly representative of all sections of society and that each employee feels respected, heard and able to give their best. To ensure inclusion and engagement for all, the Chartered College of Teaching is committed to helping each employee always feel celebrated, supported and connected. We recognise the value that diversity adds to our work and organisation and welcome applications from candidates regardless of their sex, sexual orientation, gender identity, marital status, race, colour, ethnic or national origin, religion, age or disability, and, in particular, we encourage applications from BAMER people that are currently under-represented in our workforce.

Proud to be a Mindful Employer

We have made the ongoing commitment to be a certified member of the NHS Mindful Employer Network and are proud to have signed the ‘Charter for Employers Positive about Mental Health’.

The mental health and wellbeing of our staff is a priority for us at the Chartered College, and we take seriously our responsibility to be an indiscriminatory employer. All Chartered College employees have free access to the Mindful Employer Plus Advice Line, which provides access to trained counsellors for support with any matters that people may be struggling with, in any aspect of their work or personal lives. You can learn more about this and what it means to be a part of the charter at [www.mindfulemployer.net](http://www.mindfulemployer.net).

About the role

The culture at the Chartered College is friendly and fast paced – we are constantly challenging, testing and adapting the way we do things. The Teacher Assessment Manager is responsible for managing assessment and accreditation of candidates undertaking assessments as part of their journey towards achieving Chartered Status. This includes managing and allocation of assessments and assessors; supporting the design and evaluation of assessments and assessment processes; overseeing standardisation and moderation processes; and developing and delivering training for assessors.

Reasons why this role could be great for you

* You will support the design and development of assessments for candidates working towards Chartered Status, identify and lead on online training content and supporting materials for assessors to ensure accurate marking of assessments and have autonomy for overseeing moderation and standardisation processes
* You will work collaboratively with many of the team across the business to contribute to the design and development assessment within new accreditation routes and to ensure the content of assessments is aligned with the best available evidence of effective practice
* You will build your skills in delivering online or face to face training on assessments to assessors, candidates, programme participants and organisations supporting candidates to achieve Chartered Status
* You will be helping to grow the first professional membership organisation for the teaching profession and be part of the team driving the organisation forward at this exciting time for the future of the Chartered College

Main Responsibilities

* Design and develop assessments, create detailed assessment guidance, exemplars and online training content to help candidates understand the requirements of assessments
* Oversee marking and moderation of assessments; design and deliver training to assessors, monitor and evaluate assessment activity to ensure a consistent standard
* Allocate assessments to assessors and moderators; liaise with assessors and moderators to ensure assessments are completed in a timely manner; track outcomes and organise extensions for candidates/assessors as required
* Provide timely communication with assessors and moderators to support them in undertaking their role, providing feedback where appropriate
* Arrange and participate in meetings, including the fortnightly office meeting, and other activities as required
* Contribute assessment expertise more widely across the Chartered College of Teaching, where appropriate
* Attend and participate in CPD learning activities and training to maintain and develop your knowledge and skills
* Perform other activities as and when required in order to fulfill the purpose and requirements of your role and support the team in achievement of KPIs

These responsibilities and tasks are not exhaustive. As a small team, the need for flexibility is essential, enabling continuous improvement.

About you

Essential skills

* You will have excellent knowledge of assessment principles and understanding of effective assessment design, practices and processes
* You will have an awareness of assessment bias, implications and mechanisms to minimise its impact
* You will have strong experience and knowledge of the education sector.

The Teacher Assessment Manager must have experience of managing relationships with key stakeholders. You must be able to work both independently and collaboratively and able to communicate efficiently and effectively at all levels with strong verbal and written communication skills.

You must also have experience of at least one of the following:

* Leading assessment or moderation processes within an school or other educational context
* Carrying out or overseeing assessment beyond the context of a single institution, for example as an examiner or moderator
* Assessing teachers as part of a formal programme, accreditation or qualification
* Designing and delivering training for teachers.

You will demonstrate a flexible approach, with the ability to adapt to and embrace change and competing priorities, remain calm and resilient under pressure and be willing to support the wider aims of the organisation. You will have a commitment to diversity, inclusion and accessibility.

Desirable skills

* Knowledge and understanding of effective, research-informed curriculum design, pedagogy, leadership and assessment
* Experience of participating in or delivering online learning
* Educated to at least degree standard, with QTS / higher degree.

**Application Process**

To apply for the role you will need to upload your CV **and** cover letter at https://apply.workable.com/chartered-college-of-teaching/j/392AE468A6/

**Timetable**

Applications invited by 23:59 on **23rd May 2021**

First round interviews: **27th May 2021**

Second round interviews: **28th May** or **w/c 31st May 2021**

These dates may be subject to change.

*We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.*

**Your Personal Data**

As part of any recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**Pre-employment checks**

All conditional offers of employment are subject to:

* Two satisfactory references
* Proof of qualifications
* Eligibility to work in the UK

**Queries**

If you have any questions or queries about this role or wish to discuss the position then please contact Katy Chedzey at kchedzey@chartered.college

**Additional Information**

To accurately understand if we are truly reaching a diverse audience, we ask if you would kindly complete this form so that we can capture important diversity data. Filling in this form is voluntary; the information in this form is for monitoring purposes only. Please click on this [link](https://docs.google.com/forms/d/e/1FAIpQLSe7Tma3nqunZ6QHHRrZWJB6zaAbtYBUaNN-14vMKTnqxJ9UcQ/viewform?usp=pp_url) to complete the anonymous questionnaire.

**The Chartered College of Teaching’s benefits**

The Chartered College of Teaching offers several core benefits to all employees, in recognition of the dedication of our employees:

* Location: we are currently all working remotely. Once the current COVID restrictions are eased, we will able to return to our office in central London, and you may occasionally need to spend some time in person with the team.
* Pension: The Chartered College offers a competitive 8.5% employer contribution to the NEST pension scheme.
* Annual leave: The Chartered College of Teaching offers a generous holiday allowance of 28 days (pro-rated for part-time staff) in addition to the normal bank and public holidays, additional birthday leave (1 day) and winter office closure (3 days).
* Flexible working: Flexible working may include but is not limited to: working from home, flexible working hours (e.g. hours different to the 9am-5pm standard contract hours), compressed hours and part-time working.
* Travel: The Chartered College of Teaching offers an interest free loan for a season ticket.
* Cycle to work scheme: The Chartered College of Teaching provides a tax efficient way to purchase a bicycle.
* Training and Development: The Chartered College of Teaching encourages all employees to engage in professional development to support development needs and regular 1:1 meetings with your line manager reflects our strong commitment to wellbeing and personal development
	+ Weekly organisational team meetings allow us to work collaboratively and:
	+ Reflect on all aspects of the business
	+ Present on projects and update the team together
	+ Invite external speakers to address specific topics