



Dear Candidate,

Thank you for your interest in the role of **Education Content Specialist** at the Chartered College of Teaching.

The Chartered College of Teaching is the professional body for the teaching profession and represents more than 45,000 teachers across the country, reaching more than 3 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 **Education Content Specialist** to join our growing and dynamic team. Reporting to the Head of Content, this is a fantastic opportunity to help develop high-quality content for teachers and school leaders to support their professional development and learning. The successful candidate will have experience of teaching in schools in the UK or internationally, with a good understanding of the English school system and key topics in education research and their potential impact on practice. The ability to work in a fast-paced environment with outstanding communication skills is key.

For more information about joining the Chartered College, please watch this short [video](#) 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 new role.

We look forward to hearing from you.

Yours sincerely,

Professor Dame Alison Peacock, Chief Executive



Job Title:	Education Content Specialist
Location:	Flexible. Can be office (Central London) or home-based (occasional travel to office). If office based there is flexibility to work remotely.
Hours:	21 hours per week (0.6 FTE)
Salary:	circa £32k per annum
Contract:	Permanent
Reporting to:	Head of Content
Direct reports:	No
Budget responsibility:	No

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. We are an employer committed to safeguarding of children and young people.

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.

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.

We are a Disability Confident Committed employer.





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. We are growing as an organisation and are looking for someone with experience teaching in schools in the UK or overseas, with a good knowledge and understanding of effective, evidence-informed approaches to teaching, learning, curriculum and assessment; someone who can develop high-quality content for our members to support their professional development and learning.

Reasons why this role could be great for you

- You enjoy producing high-quality content for teachers and school leaders, including the application of research findings to classroom practice
- You will build your skills in designing and developing online courses, programmes and workshops to effectively meet teachers' professional development and learning needs and improve the curriculum and content of our Chartered College programmes and accreditation pathways
- You will work collaboratively with many of the team across the business, supporting a range of online courses, projects and member resources
- You believe in the transformative power of education and teachers as key drivers in achieving improved educational outcomes for all and are motivated to contribute to this change
- You will be helping to grow the professional membership organisation for the teaching profession and be part of the team driving the organisation forward at an exciting time for the future of the College.

Main Responsibilities

- Commission, develop and review content and materials for teachers and school leaders at different stages of their careers and for diverse audiences
- Work with the Head of Content and Head of Professional Standards and Accreditation to develop, commission and review content for our online courses, events, projects, member resources and programmes
- Work across a range of education projects providing specialist education content knowledge to deliver these to the highest standard
- Write articles and research summaries and curate reading lists covering key topics relating to teaching and learning e.g. pedagogy, assessment, using research, and curriculum, identifying key implications for teachers' practice
- Contribute to the design and development of online courses, workshops and events, ensuring there are clear aims that effectively meet teachers' professional development and learning needs
- Engage critically with education research to ensure that course and programme content is informed by the best available evidence of effective practice
- Work with colleagues to review and improve the curriculum and content of Chartered College programmes and online courses



- Work with colleagues to contribute to the development and design of new courses and accreditation pathways
- Support with administrative tasks relating to content development and production, including peer review and reviewing online course content
- Monitor and respond to queries from authors, contributors and reviewers
- Regularly update education content such as reading lists on the member platform MyCollege
- Represent the Chartered College of Teaching at external meetings
- Arrange and participate in meetings, as required
- 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 fulfil the purpose and requirements of your role.

About you

Essential skills

- Postgraduate qualification in Education or a relevant field
- Experience of teaching in schools in the UK or internationally
- Experience producing content for a range of audiences including teachers, school leaders
- Excellent knowledge and understanding of effective, evidence-informed approaches to teaching, learning, curriculum and assessment, plus a good understanding of the English school system, including recent policy changes
- A good understanding of key topics in education research and their potential impact on practice
- Excellent written English
- Ability to work in a fast-paced environment and prioritise tasks according to the organisation's needs
- Willingness to develop your skills further and engage actively in CPD activities
- Commitment to equality and diversity, which you demonstrate in your work and daily interactions with colleagues, members and other stakeholders.

Desirable skills

- Experience commissioning and developing content
- Experience of designing or delivering teacher professional development sessions
- Experience of participating in or delivering online learning
- Knowledge and experience of a broader range of factors relevant to teachers and schools (e.g. knowledge and experience of school leadership, coaching and mentoring, experience of working in a range of contexts / phases).

Our organisation is an equal opportunities employer and as such makes every effort to ensure that all potential employees are treated fairly and equally, regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age or disability. We welcome applications from candidates with protected characteristics.



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/4D91C7AE66/>

Timetable

We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than the timeline below.

Applications invited by 12:00 on Friday 13th May 2022.

First-round interviews: w/c 16th May 2022

Second round interviews: w/c 23rd May 2022

These dates may be subject to change.

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

We are an employer committed to safeguarding of children and young people.

Queries

If you have any questions or queries about this role or wish to discuss the position then please contact Alice Kirke at recruitment@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](#) 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 have moved to a hybrid way of working but 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.
- Employee Assistance Programme through Mindful Employer.
- 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.
- Support for your health and wellbeing (plus personal accident cover up to £10,000) through Paycare
- 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