



Dear Candidate

Thank you for your interest in the role of Curriculum Design Lead at the Chartered College of Teaching. If you require any adjustments in order to proceed with an application, including an audio version of this application pack, please make a request to recruitment@chartered.college.

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 exceptional Curriculum Design Lead to join our growing team. Reporting to the Head of Professional Standards and Accreditation, this is a fantastic opportunity for an experienced teacher or school leader to play a leading role in supporting the design and delivery of high-quality professional learning and development to teachers and school leaders. The successful candidate will have significant teaching experience along with specific expertise in teacher development and curriculum leadership and a strong understanding of key themes within education research and their potential impact on practice.

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

A handwritten signature in cursive script that reads "A.M. Peacock".

Professor Dame Alison Peacock, Chief Executive

Job title:	Curriculum Design Lead
Location:	Flexible, can be home-based, occasional travel to London office; the role will require some occasional travel across the UK to visit schools and see how approaches are used in the classroom
Hours:	Up to 35 hours per week, open to part time / job share Occasionally you may be asked to work outside of typical working hours for example, delivering training via webinar (~ 6 per year, for which you will receive time off in lieu)
Salary:	£38 - £43k per annum FTE, depending on experience
Contract:	Fixed term until August 2024, with potential for extension
Start date:	January 2023 or sooner if possible
Reports to:	Head of Professional Standards and Accreditation
Direct reports:	n/a

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 the safeguarding of children and young people.

Our values

We are collaborative

- We believe that we are most effective when we work together.
- We believe that a plurality and diversity of voices and perspectives enhances our work.
- We believe that it's important to celebrate individual and team successes.
- We believe that strength is gained from diversity.
- We believe that we have a duty to look after our own, and each other's wellbeing.

We are committed

- We believe in the Chartered College of Teaching's vision and mission.
- We believe that we need to be courageous because we are building a charitable organisation that is voluntary for teachers to join, yet seeks to act on behalf of all teachers. This is a new unique venture.
- We believe that continuously raising awareness of teachers' commitment is essential to raising the status of the profession.

We are professional

- As the professional body for teachers, we believe that it is our role to model exemplary professionalism.
- We believe that acting with integrity and trust at all times is an essential part of our professionalism.
- We believe that to perform to the best of our abilities, we must prioritise our wellbeing.

Diversity, Accessibility 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 are committed to this work and have implemented a strategy to make our products, programmes and events and online content more accessible, appealing and relevant to all. We hope this will, in turn, support our members in working towards equity within the profession.

We respect and celebrate the diverse perspectives and contributions of each team member as part of our collaborative work culture and have created a workstream group who meet regularly to drive the strategy forward. We are currently actioning a number of initiatives around this work and have already:

- conducted a self-efficacy survey with our staff to help them develop a strong sense of self-efficacy relating to inclusive practices and to identify further development needs
- established an ongoing programme across the organisation to ensure our frameworks, principles and shared language support improved representation in our products, content and communications
- committed that from September 2022 the assessment board for our Chartered programmes will include at least one member with expertise in diversity and accessibility to address any bias in assessment and barriers to access.

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 Curriculum Design Lead will play a key role in designing and delivering new CPD programmes, drawing on their experience and knowledge of teaching and learning, curriculum and school leadership to provide a coherent learning experience, ensuring that all content is of a very high quality and informed by the latest research and evidence. The Curriculum Design Lead will also provide learning design expertise across the organisation to support wider professional learning activities, enhancing our member offer.

Reasons why this role could be great for you

- You will be passionate about teacher professional development, using your excellent knowledge of teaching and learning, curriculum and school leadership to design high-quality professional learning opportunities for teachers and school leaders.
- You will play a leading role in shaping the design of new CPD programmes, helping teachers and school leaders to engage with research and evidence, bridging the gap between research and practice.
- You will build your skills in supporting teachers' professional learning and development, with the opportunity to work alongside expert colleagues on the design and delivery of the Chartered College of Teaching's CPD programmes and content.
- 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 of Teaching.

Main responsibilities:

- Design, develop and refine the curriculum for new and existing courses and CPD programmes
- Lead the design, development and commissioning of course content and materials for teachers and school leaders at different stages of their careers
- Design and develop content and materials for school leaders to help them implement approaches and support teacher professional learning in their context
- Be a subject matter expert for teaching, learning and curriculum and contribute design expertise more widely to professional learning activity within the Chartered College of Teaching, including contributing to the design of events and online content

- Design training materials and train facilitators to deliver face-to-face and online CPD, and, where relevant, directly deliver training and CPD to teachers and school leaders
- Engage with education research to ensure the content and delivery of programmes is informed by the best available evidence of effective practice
- Develop and implement robust content and delivery plans, overseeing projects and course development activity to ensure that courses are delivered on time, within budget and fulfil project requirements
- Conduct rigorous evaluation of curriculum and content in order to continuously improve quality.
- Arrange and participate in meetings, including the weekly team meeting, and other activities 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.

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

About you

Essential knowledge, skills and experience

- Educated to at least degree standard, with QTS / higher degree desirable
- Substantial teaching and leadership experience, with experience of teacher development and curriculum leadership
- Knowledge and understanding of effective, research-informed curriculum design, pedagogy and assessment
- Sound knowledge of effective pedagogical approaches across a range of curriculum areas, including an understanding of effective pedagogy within the primary phase
- A good understanding of key topics in education research and their potential impact on practice
- Knowledge and understanding of effective professional development methodologies
- Experience of designing and/or delivering teacher professional development
- Highly effective organisational skills, with ability to manage a demanding and varied workload
- Strong verbal and written communication skills
- Excellent attention to detail
- Highly motivated and passionate about teacher development
- Focused on quality, with ability to produce high quality work within tight deadlines.
- Commitment to equality and diversity, which you demonstrate in your work and daily interactions with colleagues, members and other stakeholders.

Desirable skills and experience



- Experience of participating in or delivering online learning
- Experience of project management

You will also be able to work both independently and as part of a team. You will have strong interpersonal skills and be able to demonstrate a flexible approach, with the ability to adapt to and embrace change and competing priorities. You will be committed to diversity, inclusion and accessibility.

Our organisation is an equal opportunities employer and as such makes every effort to ensure that all potential employees are treated fairly and equally. 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/25F98E2F85/>

Timetable

Applications invited by 3th October 2022

First round interviews: w/c 10th October

Second round interviews: w/c 17th October 2022

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

We are an employer committed to the 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 Katy Chedzey via 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](#) 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 offer informal hybrid working for our office-based employees
- Pension: On successful completion of the probationary period, 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.
- Paycare: on successful completion of the probationary period, employees are enrolled into a comprehensive paid cash plan to support health and wellbeing (plus personal accident cover up to £10,000).
- 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.
- 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.
- Guides and support on a range of topics including Neurodiversity, Menopause, Pregnancy Loss, Flexible working, Hybrid working, Homeworking, Transitioning at Work, Financial Wellbeing, colleagues returning from parental leave.