



## Education project specialists / project managers (fixed term, up to 3 roles available)

### Job Description

The Chartered College of Teaching is currently working on a number of exciting projects, including internal and external projects, and therefore has multiple fixed term roles available for staff to support our project work. The roles will run for 4 months in the first instance, with potential for extension. There are opportunities to work on projects including AI and edtech, teacher development, and diversity and inclusion. By joining our team as an education project specialist, you'll be helping us to support teachers, champion great teaching and raise the status of the profession by working on key projects. You are likely to have experience leading or supporting the delivery of projects, experience in or a strong interest in the education sector, and a real passion for making a difference.

Job Title	Education Project Specialist (AI / edtech / diversity and inclusion / teacher development)
Salary	£32,000-£39,000 per annum dependent on experience
Contract	Fixed term for 4 months with possibility of extension. Open to full-time/part time/freelance.
Hours	A full working week is 35 hours and we offer flexible working options. We are open to full time or part time candidates, on a payroll basis or freelance contractors on a day rate
Benefits	Flexible working, generous annual leave, 8.5% employer pension contribution, Paycare, individual and team professional development/learning budget. A full list of our benefits can be found <a href="#">here</a> .
Based	Home based or office based, with hybrid-working options.
Start date	Immediate start, or by January 2025
Deadline and interview	We will be reviewing applications and interviewing on a rolling basis so we will interview as soon as a suitable candidate is identified. Interviews will consist of a task and competency-based interview.
Application	Please apply <a href="#">here</a> by uploading your CV and cover letter. Please use the <a href="#">guidance</a> when writing your cover letter. We encourage you to apply promptly as we will be reviewing applications as they are received.

### The Organisation

The [Chartered College of Teaching](#) is a charity and the professional body for teachers. We are working to empower a knowledgeable and respected teaching profession through membership and accreditation.

We are dedicated to bridging the gap between practice and research and equipping teachers from the moment they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

We are a growing and multi-skilled team of 30 people, supported by a Board with a significant track record of experience in a range of fields. Our business plan focuses on growing membership and Chartered Status and providing meaningful professional learning opportunities for the teaching profession.

## The Opportunity

Our Education Project Specialists / Project Managers will support the team in delivering ambitious and exciting projects, including internal and external projects with focuses including teacher development, diversity and inclusion, and edtech/AI. Working closely with colleagues, Education Project Specialists will take responsibility for a range of activities, which will include some or all of the following depending on experience and whether full or part time:

- Supporting or leading on the delivery of education projects, providing specialist knowledge to deliver these to the highest standard
- Developing and / or commissioning and reviewing content and materials for teachers and school leaders from external partners
- Designing effective professional learning opportunities for teachers and school leaders, including short online learning programmes, events, and resources and toolkits
- Carrying out research, including market research, and analysing data
- Working with colleagues to track and monitor the status of education projects and sharing findings from internal and external projects
- Coordinating the work of project participants, partner organisations and representing the Chartered College of Teaching at external meetings
- Arranging and participate in meetings, as required
- Performing other activities as and when required in order to fulfil the purpose and requirements of your role.

## About You

You do not need to have expertise in all areas, we have multiple roles available! We are committed to creating a diverse and inclusive environment and encourage you to apply. We're looking for someone who is motivated by our mission and truly passionate about supporting teachers.

### **Desirable knowledge and experience**

You will meet one or more of the following criteria:

- Experience of leading, managing or supporting complex projects, including budget and supplier management

- Experience of designing or delivering teacher professional development sessions
- Experience producing content for a range of audiences including teachers
- Experience of delivering online learning
- Knowledge of at least one of: effective use of education technology; assessment; diversity and inclusion; teacher development
- Strong knowledge and experience of using digital tools, including project management tools
- Experience of teaching in schools in the UK or internationally.

You will also have:

- Excellent written English
- 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.

## Why Us?

As an organisation we care deeply about creating a working environment that supports our people to grow personally and professionally. These are reflected in our [organisational values](#) which outline the distinctive working culture we are looking to create. In particular, these values are reflected in our commitment to:

- Flexible working: responsive management, flexible hours, hybrid or fully remote working
- Professional development, including formal and informal training and support
- Transparency and ownership: we have an open culture that ensures all staff guide our strategic direction
- Mental health and wellbeing: access to health and wellbeing advice and health cash plan.

## Diversity and inclusion at the Chartered College

As a growing organisation we are committed to:

- Becoming increasingly representative of the sector and geographies that we operate in
- Providing a positive experience of work as part of an inclusive culture led by our organisational values
- Maintaining an annual EDI action plan - led by the internal team.

## What to expect from the recruitment process

- All applications are anonymised until the point of interview
- Line Managers trained in recognising bias
- We implement a standardised interview template and competencies matrix for a fair and transparent process
- All interviews are conducted via Zoom and the use of camera is optional.

If you require any adjustments in order to proceed with an application please make a request to [recruitment@chartered.college](mailto:recruitment@chartered.college).

For more information about joining the Chartered College, please watch this short [video](#) from Dame Alison Peacock (CEO).

## Your Personal Data

As part of the 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.