



Learning Design and Assessment Manager

Job Description

The Chartered College of Teaching is currently working on a number of exciting projects and therefore has multiple fixed term roles available to support our project work and business as usual.

By joining our team as an Learning Design and Assessment Manager, you'll be helping us to support teachers, champion great teaching and raise the status of the profession by supporting teacher professional learning and accreditation. You will be an experienced teacher or leader, with an interest in teaching and learning, curriculum and assessment. You may also have experience designing or delivering teacher professional development within an education setting or via an education-focused organisation.

Job Title	Learning Design and Assessment Manager
Reports To	Associate Director, Professional Learning and Accreditation
Salary	£34,000 - £40,000 pa (depending on experience)
Contract	Fixed term for 6 months initially, with possibility of extension; full-time/part time/freelance
Hours	A full working week is 35 hours and we offer flexible working options; we are open to 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 here .
Based	Office / hybrid. Currently twice a month in the office (based in central London) is required. Home-based working also considered.
Start date	Immediate start, or by January 2025
Deadline	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 here by uploading your CV and cover letter. Please use the guidance when writing your cover letter. 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.

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

As Learning Design and Assessment Manager you will play a key role in developing curriculum and content for our online courses, drawing on your experience and knowledge of teaching and learning to provide a coherent learning experience, ensuring that all content is of a very high quality and informed by the latest research and evidence. You will also support our accreditation function, designing assessments and supporting internal assessment and moderation processes.

There will be some flexibility in the role, meaning that we can tailor the work you will be involved with to suit your skillset. Working closely with colleagues in our Professional Learning and Accreditation Team, we expect that the Learning Design and Assessment Manager will:

- develop the curriculum and write and commission course content and materials for teachers and school leaders
- design training materials and, where relevant, directly deliver training and CPD to teachers and school leaders
- engage with education research to ensure the content and delivery of courses is informed by the best available evidence of effective practice
- design and develop assessments to support teacher certification and accreditation
- assess and moderate submissions; contribute to the ongoing development of robust assessment policies and processes
- develop assessment training and guidance for assessors, teachers, schools and delivery partners, as appropriate
- work with schools and organisations to support ongoing engagement in courses and programmes
- 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
- be provided with the time and support to engage in your own professional development.

Reasons why this role could be great for you:

- You will be passionate about teacher professional development, using your strong knowledge of teaching and learning, curriculum and assessment to design high-quality professional learning and assessments for teachers and school leaders.
- You will play a leading role in shaping the design of our courses, helping teachers and school leaders to engage with research and evidence, bridging the gap between research and practice
- You will continually 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 courses and content
- 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

About you

You don't need to have expertise in absolutely all areas, let us decide! 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 passionate about delivering high-quality teacher professional development.

Skills and experience

- Educated to at least degree standard, with QTS / higher degree desirable
- Knowledge and understanding of effective teaching and learning, curriculum design and assessment
- A critical understanding of key topics in education research and their potential impact on practice
- Knowledge and understanding of effective professional development methodologies (desirable)
- Experience of designing and/or delivering teacher professional development (desirable)
- Experience leading or managing projects with multiple elements, ensuring these are delivered on time and within budget (desirable)
- Experience producing content for a range of audiences including teachers (desirable)
- Experience of designing or delivering online learning (desirable)
- Experience of teaching in schools in the UK or internationally
- Experience of leadership in schools in the UK or internationally (desirable)

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.

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.