

Role description

Reviewer for the EdTech Evidence Board

About this role

The EdTech Evidence Board project, funded by the Department for Education (DfE) and delivered by the Chartered College of Teaching, aims to help educational settings and EdTech companies to better understand and improve the impact of their products on teaching and learning by taking an evidence-based approach to evaluating the effectiveness and impact of EdTech products.

We are currently in our pilot phase, in which a small number of EdTech companies will be invited to submit a portfolio of evidence for their product. These portfolios will be reviewed by a single reviewer, or by a panel of reviewers, depending on the nature of the evidence submitted.

Reviewers will evaluate the evidence against a set of predefined criteria to determine the extent to which each criterion has been met.

The Chartered College of Teaching is looking for individuals with a range of experience in education, research and education technology to undertake the role of reviewers as part of this pilot.

This is an occasional role. It is therefore expected that individuals will be able to undertake this role in addition to any existing role or responsibilities they hold. Reviewers will be remunerated for their time and provided with training and guidance to support them in undertaking their responsibilities effectively.

Key responsibilities of an EdTech Evidence Board reviewer:

Reviewers will be expected to:

- review portfolios of evidence submitted by EdTech companies in line with reviewer guidance and within agreed timeframes
- make fair and consistent judgements of submissions against defined criteria
- populate a feedback template that captures feedback and outcomes of the review
- engage in moderation activities as required
- provide feedback to the team to support the evaluation and ongoing improvement of assessment processes
- take on board training and feedback to improve the quality of review decisions
- complete training in advance of reviewing portfolios

If appointed as a single reviewer:

- prepare for and attend a one hour moderation meeting (timing of meetings will be agreed with reviewers in advance, and can be arranged outside of school hours for those working in education settings).

If appointed as a panel reviewer:

- prepare for, and attend online panel meetings (timing of meetings will be agreed with reviewers in advance, but will typically take place during the working week, between the hours of 9am - 5pm).

About You

The person specification below outlines the essential and desirable knowledge, skills and experience we are looking for in the reviewer roles. However, you do not need to have expertise in all areas; we are committed to appointing reviewers with a diverse range of backgrounds and skillsets.

Person specification
Essential knowledge and experience
<p>You will:</p> <ul style="list-style-type: none">• have a sound knowledge of key ideas within education and/or EdTech research• have an understanding of effective use of education technology in schools and/or colleges• be able to critically evaluate education research to determine its quality, specifically to make judgements about the reliability and validity of claims <p>In addition, you will have at least <u>one</u> of the following:</p> <ul style="list-style-type: none">• experience using Education Technology as a teacher or leader in a school or college• experience carrying out research within the EdTech or education sectors• be a subject matter expert within the field of education technology (e.g. working as an advisor, researcher, or expert practitioner within the field of education technology generally, or specialising in a specific area of EdTech e.g. assistive technology, AI, curriculum etc.)
Desirable knowledge and experience
<p>You may be able to demonstrate some, or all, of the following:</p> <ul style="list-style-type: none">• experience of reviewing or evaluating research quality• knowledge of a range of different research methods and how to design and evaluate an appropriate research methodology• experience reviewing or assessing evidence-based portfolios, e.g. for accreditation or certification.
You will also:
<ul style="list-style-type: none">• Be willing to participate in evaluation activities, providing feedback to the Chartered College to support the future development of the EdTech Evidence Board approach• Have highly effective organisational skills, with ability to manage your own time, meet deadlines and work effectively with others• Be committed to equality and diversity, which you demonstrate in your work and interactions with others• Have capacity to undertake up to three reviews and attend moderation meetings (single reviewers) or review panel meetings (panel reviewers) between December 2025 and February 2026.

All reviewers will be required to complete a Non-Disclosure Agreement and must declare any interests they hold that may be relevant to the role.

Time commitment and remuneration

If appointed, the time requirement for this role may vary depending on how many portfolios you are allocated to review, and whether you are undertaking the role as a single reviewer, or as part of a panel, and your prior experience and training requirements. Typically, we would anticipate that most reviewers will be allocated 2-3 portfolios to review as part of this pilot.

Reviewing portfolios as a single reviewer

Single reviewers will typically review partial portfolios of evidence, providing an initial review and feedback to EdTech organisations who do not yet have a full portfolio of evidence to submit for review. The review will therefore be 'light-touch', focusing on a small subset of criteria, and will typically involve reviewing the research, theory and evidence that underpins the product.

Requirements

- Undertake online training (approx 1.5 hours)
- Review 2-3 initial portfolios of evidence (1-2 hours per portfolio)
- Prepare for and attend a moderation meeting to discuss and moderate judgments (1 hour preparation, 1 hour meeting)
- Finalise and submit outcome reports to the delivery team.

Remuneration

Upon submission of the outcome report, the Chartered College of Teaching will pay reviewers £125 for each portfolio reviewed, plus a payment of £100 for preparation and attendance at a moderation meeting. Reviewers will need to send an invoice to the Chartered College of Teaching for the agreed amount.

Reviewing portfolios as a panel reviewer

When an EdTech organisation submits a more comprehensive portfolio for review, this will be reviewed by a panel of reviewers. Each reviewer will review the portfolio independently, before meeting together to agree judgements against all predefined criteria. The review will typically involve reviewing both the research, theory and evidence that underpins the product, alongside evidence that has been gathered for the product to demonstrate its effects and impact on teaching and learning. This role is likely to require a greater level of individual and collective expertise and reviewers will be matched with portfolios based on their specialist knowledge and experience. Panels will typically comprise three reviewers, each with complementary skillsets.

Requirements

- Undertake online training (~2 hours)
- Review 2-3 initial portfolios of evidence (~3 hours per portfolio)
- Prepare for and attend a review panel meeting (~1 hour per portfolio)
- Review and agree outcome report following the panel meeting

Remuneration

Upon agreement of the outcome report, the Chartered College of Teaching will pay reviewers £400 for each portfolio reviewed. Reviewers will need to send an invoice to the Chartered College of Teaching for the agreed amount.

If a reviewer is undertaking work for the EdTech Evidence Board during the time they are employed by another employing organisation (e.g. attending a panel meeting during work hours), the review fee can be paid to the individual or the organisation, or split between the two.

Reviews and moderation/panel meetings will take place between December 2025 and February 2026. The exact timings for these activities will be confirmed and agreed with reviewers prior to commencement.

Expenses

No travel is required for this role. All training and review panel meetings will take place virtually. The Chartered College of Teaching will not reimburse expenses of any kind.

Application Process

If you are interested in applying for the role of reviewer, you can do so by completing the online form linked below by no later than 19th October 2025. If you have a particular preference for the role of 'single reviewer' or 'panel reviewer' you can indicate this as part of the application form.

Points to note:

- Applications will be reviewed on a rolling basis as they are received and we may close the application form at an earlier stage once we have received a sufficient number of applications for the role.
- Once received, applications will be anonymised and assessed against the person specification so please keep this in mind when submitting your application.
- Shortlisted applicants will be invited to complete a short task that will evaluate their competency for the role. If you are shortlisted you will need to make sure you are available to complete the task at some point between 27th October and the 7th of November 2025. The task should take no longer than 45 minutes to complete.

We welcome and encourage applications from underrepresented groups.

Complete your application: [Application Form: Reviewer](#)

FAQs

Do I need to be a member of the Chartered College of Teaching to be a reviewer?

No, you do not need to be a member of the Chartered College of Teaching. We are looking to draw on expertise from across the education, research and EdTech sectors, and welcome applications from members and non-members.

What support and training will I receive?

Reviewers will receive access to online training, which will support you in understanding the reviewer role, timelines and processes.