

Job Description – Curriculum and Development Manager



The
Brilliant
Club

Job Title	Curriculum and Development Manager
Line Manager	Curriculum and Development Director
Salary	Circa £33,400 (including £2000 London weighting if applicable)
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, Some evenings and weekends required.
Based	London, Birmingham or Leeds office with regular travel to London
Benefits	30 days' holiday plus bank holidays, employer contribution to pension, flexible working, interest-free season ticket loan, professional development day allowance + budget
Start Date	July/August 2019

The Organisation

The Brilliant Club is an award-winning and independently-evaluated charity that exists to increase the number of pupils from underrepresented backgrounds who progress to highly-selective universities. We do this by mobilising the PhD community to share its expertise with state schools. We recruit, train and place PhD researchers to work with state schools: either part-time as tutors through The Scholars Programme or full-time as classroom teachers through Researchers in Schools (RIS). In 2017/2018, The Brilliant Club worked with 500 state schools and 12,000 pupils across the UK, making it the largest university access programme for 11-18 year olds.

The Opportunity

We are excited to be recruiting for a Curriculum and Development Manager for Researchers in Schools. In The Brilliant Club 's strategy The Path to Outcomes, we have committed to delivering consistent and reliable outcomes for our pupils. This includes a pledge to support 6,500 pupils from under-represented backgrounds to progress to highly-selective universities by 2021.

As a member of the Researchers in Schools Team, this role will play an important part in delivering this strategy, supporting the delivery of the Researchers in Schools' Research Leader in Education Award. This will include managing the design and delivery of training modules that will equip participants to deliver a research and development project in their second year and a leadership project in the third year of the Researchers in Schools programme. The charity is committed to delivering pupil-focused programmes as part of its strategy, and the Curriculum and Development Manager role is central to this.

The role requires a driven and dynamic team player, with demonstrable success in school teaching and some experience of carrying out education research. They will deliver aspects of our Continuing Professional Development provision directly during our Summer Training residential and weekend training days) and will have the opportunity to design training sessions for participants on the Researchers in Schools programme.

The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. They will be able to work with different teams and take a leading role in managing programme evaluation data. They will co-ordinate programme activities, track progress and deliver results. They will be positive and pro-active, with a commitment to delivering excellent standards.

To Apply	Please click here to submit your CV and a one page-covering letter. Please note that we will not consider applications that do not refer to this post.
Deadline	10am on Friday 26 th April 2019
Interviews	First round interviews taking place w/c 7 th May. Second round interviews taking place w/c 13 th May.
Further Details	Please visit https://researchersinschools.org/ or call Chloe Hayes on 02079391961

Person Specification

- Essential – Qualified Teacher's Status
- Essential – Master's level experience in education research
- Essential – Experience of leading Continuing Professional Development for teachers
- Essential – 3 or more years teaching experience

Role Specific Knowledge and Skills

- Essential – Ability to design training that equips teachers to engage with education research
- Essential – Ability to design and facilitate continuing professional development for teachers
- Essential – Ability to plan the delivery of large-scale training events
- Essential – Ability to manage multiple projects at once
- Desirable – Ability to lead a team activities and train colleagues to facilitate training sessions
- Desirable – Ability to manage data and report on the progress of teachers including using data bases and data manipulation tools such as Microsoft Excel
- Desirable – Ability to manage relationships with external partners in schools and universities

Key Areas of Responsibility

The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.

Designing Teacher Training Modules

- Support the Curriculum and Development Director to design and implement new Researchers in Schools Training modules. This includes designing modules, schemes of work and session resources for teacher training modules on teaching strategies, teacher use of education research and leading Continuing Professional Development for teachers.

Managing the Researchers in Schools Training Modules

- Manage the implementation of the Researchers in Schools Training modules. This includes designing project plans, leading meetings, managing training resources, organising training events and training colleagues.
- Manage the charity's training modules that are delivered with external organisations. This includes relationship management of university partners.

Programmatic Data Collection

- Work with the School Programme team to ensure programmatic data collection and analysis is timely, complete and of high quality. This includes managing the design and implementation of Researchers in Schools impact reports for schools.
- Work with the Research and Impact Department and lead the development and implementation of a teacher-facing outcomes framework, including managing the analysis process.

Developing the Researchers in Schools Alumni Programme

- Support the Curriculum and Development Director to design and implement the training programme for Researchers in Schools alumni. This includes designing training sessions and resources for in-service teachers.

Facilitate Training Sessions for Researchers in Schools Participants

- Facilitate training sessions at Researchers in Schools training events: this includes delivering sessions at Summer Training in August and Development days on weekends during term time.