Job Description – Teaching and Learning Manager, TSP

### Job Title
Teaching and Learning Manager – The Scholars Programme

### Salary
£34,105 (plus £2,000 London weighting if applicable)

### Contract
One year fixed term contract

### Hours
37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, some evenings and weekends required

### Based
Birmingham, Leeds or London (the role will also require travel to all of our offices). We are currently working from home, but this role will be partially office based when that becomes possible again.

### Benefits
36 days’ holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days, employer contribution to pension, interest-free season ticket loan, professional development day allowance + budget, health cover cash plan

### Start Date
December 2020

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**The Organisation**
The Brilliant Club is an award-winning charity that exists to increase the number of pupils from underrepresented backgrounds progressing 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 2018/19, The Brilliant Club worked with over 700 state schools and 13,000 pupils across the UK.

**The Opportunity**
The Brilliant Club is looking to recruit a dynamic and driven individual as Teaching and Learning Manager within The Scholars Programme team. As a leader within The Scholars Programme team, this role will play an important part leading the programme’s approach to teaching and learning.

The Teaching and Learning Manager will oversee the programme’s pedagogical approach as well as managing key processes and events that are central to the effective delivery of high-quality Scholars Programme placements including tutor training, course design, moderation and ongoing tutor support. They will manage the Teaching and Learning Coordinator and will work with the wider Scholars Programme team to ensure teaching and learning processes are delivered effectively to improve pupil outcomes.

The successful candidate will be able to build positive, supportive relationships with colleagues from across different teams to deliver excellent standards. They will be an accomplished professional, with experience of working effectively in schools or universities and of training adults. They will also be comfortable supporting colleagues to design and create resources for a range of projects that draw on the experience of The Scholars Programme, such as the Brilliant Tutoring Programme.

The Brilliant Club exists to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. We think it is important that our charity reflects the lived experience of our beneficiaries, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low income families. These groups are currently underrepresented at The Brilliant Club and we are committed to increasing representation and diversity at the charity.
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To Apply

Please click [here](#) to fill out our Equality and Diversity Monitoring Form and [here](#) to submit your application. Please note that we will not consider applications that do not refer to this post.

Deadline

COP Friday 30th October

Interviews

First round: Monday 9th November, second round Thursday 12th November

Further Details

Please visit [www.thebrilliantclub.org](http://www.thebrilliantclub.org) or call Chloe Hayes on 02030053341

**Person Specification**
- **Essential** – Qualified teacher (QTS or above) or academic research experience (PhD or above)
- **Essential** – Demonstrable experience of leading and delivering through others
- **Essential** – Demonstrable experience of working in/with schools or the higher education sector
- **Desirable** – Proven experience in university access
- **Desirable** – Experience of managing a small team

**Role Specific Knowledge and Skills**
- **Essential** – Teaching skills, including training adults
- **Essential** – Experience of developing and quality assuring training materials
- **Essential** – Knowledge of the school and university sectors, including the university access agenda
- **Essential** – Knowledge of educational interventions, including impact management

**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.

**Teaching and Learning processes and pedagogy**
- Lead on the creation of curriculum and resources for Scholars Programme tutor training and work with the wider team to deliver training.
- Manage the core teaching and learning priorities of The Scholars Programme, including course design, tutor training and support and course moderation, to ensure the delivery of high-quality placements and excellent pupil outcomes. This will include developing the pedagogical approach, supporting colleagues to deliver teaching and learning processes and overseeing the logistics with the Teaching and Learning Coordinator.
- Develop and quality assure new course content for PhD tutors to deliver.
- Oversee Programme Officer Teaching and Learning SMART targets.

**Team Management**
- Line manage the Teaching and Learning Coordinator, and work with them to deliver training events and track tutor completion of teaching and learning processes.

**Wider Programme Delivery**
- Work with the University Partnerships Director to design study skills sessions to be delivered at university trips and the tutor recruitment team to ensure recruitment and teaching and learning processes work effectively together. Work with the Research and Impact Department on programme innovations.

**Wider Support**
- Support The Brilliant Club’s wider activities, including providing pedagogical advice and support for the Brilliant Tutoring Programme as well as supporting the Learning and Development team to provide ongoing professional development for colleagues across the organisation.