

Job Description – Teaching and Learning Co-ordinator



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| Job Title | Teaching and Learning Co-ordinator, Tutor Engagement Team |
| Line Manager | Teaching and Learning Manager, Tutor Engagement Team |
| Salary | £24,958 (plus £2,000 London Weighting if applicable) |
| Contract | Fixed term contract to 1 March 2023 |
| Hours | 37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required |
| Based | One of our UK offices (London, Leeds, Birmingham, Cardiff), including frequent travel across UK. (currently remote working until office reopens) |
| 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 | Immediately on completion of notice period |

The Organisation

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We estimate that this will result in 30,000 of these young people progressing to a competitive university. By the end of the decade, one in ten state school students at the most competitive universities will be a graduate of The Brilliant Club's Scholars Programme. We will also support 11,000 students from disadvantaged backgrounds to succeed once they enter universities. Our access and success goals are underpinned by three enablers; communities, capabilities and consultancy.

Every member of The Brilliant Club contributes to the success of our strategy. We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

The Opportunity

We are excited to be recruiting a Teaching and Learning Co-ordinator to join the Tutor Engagement team. In our 'Join The Club' strategy we have set out our ambition for university access, focusing on the two goals: working with more pupils than ever before and extending our support across the student journey; this will only be successfully delivered by working together with our key stakeholders. Ensuring that we continually deliver high quality programmes is key to this strategy, the role of the Teaching and Learning Co-ordinator role will support the delivery of all Teaching and Learning functions ensuring the best possible pupil outcomes.

This role will give excellent support to Teaching and Learning across The Scholars Programme and Brilliant Tutoring Programme, helping to ensure all strategic priorities are delivered effectively. The role will lead on several administrative processes to ensure that all tutors can deliver high quality programmes, this will include working with members of the Programme Management team. The role will regularly include event planning, document and correspondence creation, supporting the delivery of events and data management.

The role requires a driven and dynamic team player, with excellent organisation skills. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners.

This is a great opportunity to join the The Brilliant Club team, as we become the UK's largest university access movement. We are looking forward to meeting great candidates who are excited to join us as we help more young people progress to university and thrive when they get there.

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The
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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 | 9 am on Monday 31 January |
| Interviews | First round – Thursday 3 February; Second round – Monday 7 February |
| Further Details | Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341 |

Person Specification

Time and Resource Management

- Excellent organisational skills, with an ability to prioritise and manage time effectively
- Ability to identify opportunities to save time/resource
- Ability to be flexible and adapt to changing priorities

External Stakeholder Knowledge and Management

- Comfortable handling external and internal enquiries, including connecting them with the right person
- Understand the main stakeholders at The Brilliant Club, particularly the PhD researcher community

Communication

- Writes and speaks clearly, coherently and accurately
- Adheres to rules and policies for confidentiality, data protection and information security
- Confidently adapts content, tone and delivery of written communication to the needs of the recipients

Initiative and Problem Solving

- Proactively identifies problems in processes, and identifies and enacts possible solutions
- Effectively uses systems and structures to solve problems in a timely manner
- Ability to spot inefficiencies in systems, implement improvements and evaluate processes
- Responds quickly to solve problems, seeking advice and input from relevant stakeholders as required
- Actively looks for ways to help others, seeking advice as required

Developing Self and Others

- Self-reflective and committed to own professional development

Role Specific Knowledge and Skills

- Essential – Ability to deal with sensitive issues and to demonstrate strict confidentiality
- Essential – Good working knowledge of Microsoft Office, particularly Microsoft Excel
- Desirable – Good working knowledge of ICT systems, including CRM software

Role specific Experience and Qualifications

- Essential – Experience of managing short- and long-term projects
- Essential – Experience of managing multiple competing priorities
- Desirable – Previous experience of managing events
- Desirable – Previous experience of working with young people or in schools

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 Activities

- Support the Teaching and Learning Manager to ensure all the strategic priorities are delivered effectively across The Scholars Programme and Brilliant Tutoring Programme.
- Lead on the administration of processes relating to tutor training, course design and moderation. This will include leading on the management of internal tracking systems and communication with tutors nationally.
- Manage the external printing process of Scholars Programme and Brilliant Tutoring Programme handbooks. This will include liaising with a range of stakeholders and implementing and improving the relevant processes to support with this work.
- Lead on monitoring and responding to enquires from tutors about training logistics.
- Support the Teaching and Learning Manager with the planning and delivery of training weekends, including upskilling the wider delivery team. This will involve leading on the event planning logistics
- Support the Teaching and Learning Manager to continually evaluate feedback about Teaching and Learning activities including feedback on tutor training and providing suggestions for improvements to processes.
- Lead, with support of others, on creating and updating documents and correspondence for tutors that provide information about Teaching and Learning activities such as course design, training events and moderation.
- Collaborate with the Senior Projects Officer and Teaching and Learning Manager to implement decolonisation priorities to tutor training materials and pre-designed programmes.

Data Management

- Lead on the data management for training events, including data entry into The Brilliant Club's CRM software.
- Support the Teaching and Learning Manager to evaluate patterns in data from tutor training and course design endeavours to identify areas for improvement.

Team Support

- As required support the wider Tutor Engagement team to deliver tutor engagement and retention priorities.
- As required, supporting the wider Brilliant Club team on all aspects of general admin.

Safeguarding at The Brilliant Club

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the Charity from harm. The safety and welfare of everyone affected by the Charity's activities, especially children is a key governance priority.

As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.