

Job Description – Teaching and Learning Manager



The
Brilliant
Club

Job Title	Teaching and Learning Manager, Tutor Engagement Team
Line Manager	Director of Tutor Engagement, Tutor Engagement Team
Salary	£34,963 (plus £2,000 London weighting if applicable)
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	We're looking at how we'll connect as a team in future. At the moment we expect that the majority of team members will work from one of our offices (London, Leeds, Birmingham, Cardiff) one day per week, however this may evolve in future.
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	Late July/August (some flexibility)

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 Manager 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 Manager role is to support the Programme Management teams to ultimately ensure the best possible pupil outcomes.

The scale at which The Scholars Programme and Brilliant Tutoring Programme are working means this role is often process and system driven, ensuring the offer to our tutors and pupils is replicable across the UK. This role leads the programmes' pedagogical approach to tutor training and ongoing support, and on The Scholars Programme tutor course design and pupil assignment moderation. The Teaching and Learning Manager will manage the Teaching and Learning Coordinator and work with, often task managing, a large number of Officers in the Programme Management teams to ensure teaching and learning processes are delivered effectively.

The role requires an accomplished professional, with experience of working effectively in schools or universities and of training adults. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. They will be able to build positive, supportive relationships with colleagues across different teams to deliver excellent standards.

This is a great opportunity to join 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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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.

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	9am on Friday 24th June
Interviews	First Round: 30 th June, Second Round: 6 th July
Further Details	Please visit www.thebrilliantclub.org or call Nato Asaturov on 020 3005 3341

Person Specification

Time and Resource Management

- Excellent organisational and project management skills, with an ability to prioritise and manage time effectively
- Understands the importance of budget management and ensuring processes are followed by their team
- Ability to identify opportunities to save time/resource
- Helps others to develop the skills and behaviours to build good time and resource management

External Stakeholder Knowledge and Management

- Confidence handling enquiries from external stakeholders and adapting approach to meet different needs
- Represents the needs of external stakeholders in internal discussions, to ensure that they are considered in decision-making

Communication

- Excellent written and verbal communication, taking responsibility for ensuring high-quality communications from within their team
- Confidently adapts content, tone, and delivery of written and oral communication to the needs of the audience
- Excellent pedagogical delivery, identifying and leading on improvements in delivery in the wider team

Initiative and Problem Solving

- Proactivity in seeking to enhance processes and identifying emerging risks, solving problems and suggesting solutions as they arise
- Ability to spot inefficiencies in systems and suggest or implement improvements
- Encourages a culture of innovation

Developing Self and Others

- Self-reflective and committed to own professional development
- Stretches self, team members and colleagues to develop



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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 - Capable of adapting quickly to new systems and interfaces. Excellent knowledge and confidence of using different IT platforms in particular CRM systems and Microsoft Office

Role specific Experience and Qualifications

- 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 line management or leading and delivering through others

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.

Leadership

- Lead the Teaching and Learning strategy across The Scholars Programme and Brilliant Tutoring Programme
- Line manage a small Teaching and Learning team, currently a Teaching and Learning Coordinator
- Manage the delivery of Teaching and Learning activity through members of the Programme Management team; this will include directly allocating tasks, ensuring the required staffing capacity and quality assuring the work of colleagues you don't line manage. You will act as a point of escalation for troubleshooting on Teaching and Learning activity if the Programme Management team cannot come to a resolution
- Oversee any Teaching and Learning associated SMART Targets that are allocated to Programme Officers in the Programme Management teams as part of their annual performance plan
- Oversee the budget for tutor training in TSP and BTP, ensuring that any expenditure remains in budget

Teaching and Learning Activities

- Manage the core teaching and learning priorities of TSP and BTP for tutors including course design, tutor training, ongoing tutor support and pupil assignment moderation. This should ensure high-quality delivery and excellent pupil outcomes and will include setting up and refining processes and systems across the Programme Management teams as well as refining our pedagogical approach
- Lead on the creation of curriculum and resources for TSP and BTP tutor induction and training, including liaising with the Recruitment and Retention team to ensure this flows on from the tutor recruitment processes. We provide induction training to tutors three times a year at the start of each term and this training includes both an online and in person element
- Lead on the training of the wider Programme Management teams for all Teaching and Learning processes and delivery
- Support the Teaching and Learning Coordinator to oversee the logistics of Teaching and Learning processes, including in person tutor training events and the printing and delivery of pupil course handbooks into schools
- Continually support and upskill the TSP and BTP team members to improve their pedagogical delivery of sessions and share best practice across the teams

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- Support the Tutor Engagement Officer to develop mechanisms and content for ongoing tutor professional development, including ensuring there is a system in place for the quality assurance of current tutors
- Oversee the design and ongoing maintenance of TSP and BTP pre-designed courses
- Work with the Research and Impact Department on programme innovations and analysis of pupil outcome data to make continual improvements to programme delivery
- Continually evaluate the Teaching and Learning delivery across BTP and TSP, advising on improvements and actions to be taken

Wider Programme Delivery and support

- As required, support the wider team delivery activities which may include staffing university trips, supporting with tutor assessment centres
- Support The Brilliant Club's wider activities, including providing pedagogical advice on new projects and pupil facing delivery, and seeking opportunities to provide ongoing professional development for colleagues across the organisation

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.