

Job Description – Pedagogy & Curriculum Development Lead



The Brilliant Club

Job Title	Pedagogy and Curriculum Development Lead (Quality Assurance)
Line Manager	Chief Impact and Strategy Officer
Salary	£42,909 (plus £2,000 London weighting if relevant)
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours.
Based	We have offices in Birmingham, Cardiff, Leeds and London. Although we are a hybrid organisation and will enable you to set up an office to work effectively from home, we do think in-person connection time is important. After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least 3 days per month. In your first month, we'll ask you to be in offices a little more regularly than this to make sure you're getting to know your key colleagues and feeling connected to the organisation.
Benefits	36 days' holiday pro rata (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	November / December (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

The charity is one year into its five-year strategy, '[Join The Club](#)', and we are delighted to be recruiting a Pedagogy and Curriculum Development Lead to join our sector-leading Research and Impact team, consisting of six social science researchers. This is a new role within the team and it is an exciting opportunity to shape our programme quality assurance and support the curriculum design for programmatic innovations across the charity, supporting students to progress to university and succeed when they are there.

The role of the Pedagogy and Curriculum Development Lead is to ensure that the programmes we deliver are of a high quality and aligned with the best evidence in education research and pedagogical practice. It will involve establishing processes for quality assuring our programmes; reviewing programme design and resources and the development of curriculum resources for new programmes. This role will span programmes that are extra-curricular as well as curriculum based, and therefore an in-depth understanding of the school curriculum is essential. This role will primarily be project-based, working closely with the charity's Chief Impact and Strategy Officer and Programme Management teams.

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, 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 CV and a one page covering letter. Please note that we will not consider applications that do not refer to this post.
Deadline	Tuesday 4 th October at 10:00am.
Interviews	First round interviews: W/c: 17 th October; second round interviews: W/c: 24 th October. The interviews will take place online.
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.
- Excellent attention to detail.
- Ability to identify opportunities to save time and resources.

Communication

- Excellent communication skills and ability to build strong relationships across teams.
- Confidence communicating specialist information to a range of audiences.
- Excellent pedagogical knowledge, identifying and leading on improvements in delivery across the organisation.

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 and the development of others.

Role Specific Experience and Qualifications

- Essential – Qualified teacher (QTS or above).
- Essential – A credible and experienced teacher, with the professional authority to influence and hold colleagues to account.
- Essential – Experience of programme design and quality assuring education materials.
- Desirable – Experience of training adults on education research and pedagogical practice.
- Desirable – A postgraduate qualification in Education or a cognate subject related to pedagogical approaches (e.g. Psychology).
- Desirable – Experience of building strong positive relationships with stakeholders at all levels.

Role Specific Knowledge and Skill

- Essential – Expert in evidence-informed pedagogy.
- Essential – Knowledge of and ability to draw on current evidence in curriculum development and an up-to-date understanding of the school curriculum.
- Desirable – Knowledge of university sectors, including the university access agenda.

Key Areas of Responsibility

The purpose of this role is to spearhead the charity's work in pedagogical quality assurance and evidence-informed programme design. The role sits within the charity's Research and Impact team, which is well recognised for conducting robust evaluations of university access programmes. 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.

Quality assurance and training

- In collaboration with the Chief Impact and Strategy Officer and Senior Programme Leadership team, develop and implement an organisation-wide pedagogical strategy for our programmes.
- Establish mechanisms and processes that ensure we deliver high-quality programmes. This includes evaluating the quality of our programmes and giving developmental feedback to colleagues at all levels on best teaching and learning practices.
- Deliver training for members of the Programme Management teams to equip them with the knowledge about the latest pedagogical developments and updates on the school curriculum.

Programme Innovation

In collaboration with the Chief Impact and Strategy Officer and Senior Programme Leadership team, drive the design of programme innovations by:

- Designing high-quality education resources informed by research evidence. Resource development will span both curriculum-based and extra-curricular programmes, and this role will lead the development of resources from conception to implementation.
- Advising on the development of existing programmes and new programmes so that we maximise student outcomes.
- Working with other team members of the Research and Impact team to ensure that our new programmes are evaluated using the most robust measures available. This could include supporting with the development of assessments.
- Engaging in dissemination opportunities to build our reputation for being sector-leading in pedagogical practice. This could include co-authoring publications and presenting at conferences.

Leadership

- Championing excellence in programme design and delivery across the organisation, including building strong relationships with the Programme Management teams.
- Proactively identifying areas for programme improvement based on stakeholder feedback, evidence from the research literature, and ongoing data insights from our programmes.
- Working with our Communities team to ensure student voice is at the core of programme design.

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.