



Minerva Virtual Academy

Job Title: Content Creation & Curation Champion

Location: Remote

Line Manager: Head of Department

Team: Faculty

Summary:

Minerva Virtual Academy (MVA) is the UK's fastest-growing online school, delivering flexible, high-quality education to students aged 11–18 across the UK and internationally. Recognised by OFSTED and trusted by families, schools, and local authorities, we are redefining the online learning experience through innovative teaching and expertly designed course content.

Content Creation & Curation Champions (CCCCs) are at the heart of this mission, ensuring our Virtual Learning Platform (VLP) offers engaging, accessible, and differentiated content for every learner. In this role, you will design, update, and maintain high-quality course materials, from interactive quizzes and scaffolded assignments to dynamic learning resources, that inspire curiosity and promote achievement.

Working closely with Subject Leaders, teachers, and our in-house production team, you'll combine creativity with meticulous attention to detail, making sure every course reflects our strategic vision, meets accessibility standards, and supports student success. This is an ideal position for someone who is both imaginative and precise, with a passion for crafting educational content that empowers young people to thrive in an online learning environment.

Key Responsibilities

New Course Content

- Ensure that any and all course content for which they are responsible is created and maintained in line with MVA VLP guidelines, including and especially those relating to accessibility and differentiation.
- Ensure that all module content and assignments are uploaded to the VLP, checked for accuracy and correct functionality, by the published deadlines.
- Create & curate learning content pages that provide appropriate scaffolding and support for all students, present information in a variety of ways (text, images, videos where appropriate), are engagingly and creatively presented, and provide avenues for further exploration and extension.
- Create & curate quiz pages that provide opportunities for students to test themselves on core/key concepts during their self-study, and that assist in the

learning process (e.g. through pre-programmed feedback – for correct answers, to stretch students’ thinking; for incorrect answers, to guide them towards success in their next attempt).

- Create & curate key assignments, appropriately differentiated and scaffolded and, where possible, incorporating varied ways in which students can complete their work, allowing for different approaches to applying and demonstrating their learning.
- Liaise with Subject Leaders to ensure that subject-specific and school-wide priorities and initiatives are reflected in VLP courses.
- Ensure that assignment due dates are accurate for each set of students within courses.
- Create, maintain & add to general course and subject resources, including syllabus and course information, carefully-selected and clearly-organised revision areas, as well as work experience and careers resources (in consultation with the Subject Leader).
- If asked, work with the MVA Studio team to provide scripts for high-quality educational videos to enhance VLP courses.
- Effect the addition of MVA Studio video resources into individual modules and revision areas in VLP courses.
- Attend training sessions relating to VLP course and participate actively in opportunities for sharing best practice across the CCCC team
- Maintain efficient and timely communication with Subject Leaders, colleagues and others via email, Canvas Inbox and, internally, Google Chat.
- Always work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school’s safeguarding and child protection policies.

Upgrading Course Content

- Ensure that any and all course content for which they are responsible is updated in line with MVA VLP guidelines, including and especially those relating to accessibility and differentiation.
- Ensure that all module content and assignments are updated, checked for accuracy and correct functionality, by the published deadlines.
- Check that learning content pages provide appropriate scaffolding and support for all students, present information in a variety of ways (text, images, videos where appropriate), are engagingly and creatively presented, and provide avenues for further exploration and extension.
- Check that quiz pages provide opportunities for students to test themselves on core/key concepts during their self-study, and that assist in the learning process (e.g. through pre-programmed feedback – for correct answers, to stretch students’ thinking; for incorrect answers, to guide them towards success in their next attempt).

- Check that key assignments are appropriately differentiated and scaffolded and, where possible, incorporating varied ways in which students can complete their work, allowing for different approaches to applying and demonstrating their learning.
- Liaise with Subject Leaders to ensure that subject-specific and school-wide priorities and initiatives are reflected in VLP courses.
- Ensure that assignment due dates are accurate for each set of students within courses.
- Check & add to general course and subject resources, including syllabus and course information, carefully-selected and clearly-organised revision areas, as well as work experience and careers resources (in consultation with the Subject Leader).
- If asked, work with the MVA Studio team to provide scripts for high-quality educational videos to enhance VLP courses.
- Effect the addition of MVA Studio video resources into individual modules and revision areas in VLP courses.
- Attend training sessions relating to VLP course and participate actively in opportunities for sharing best practice across the CCCC team
- Maintain efficient and timely communication with Subject Leaders, colleagues and others via email, Canvas Inbox and, internally, Google Chat.
- Always work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies.

Please note that this list is not exhaustive and subject teachers may from time to time be asked to complete other reasonable duties.