

Job Description – Curriculum and Development Officer, RIS



Job Title	Curriculum and Development Officer, Researchers in Schools
Line Manager	Curriculum and Development Director, Researchers in Schools
Salary	£30,073 base salary + £2000 London weighting
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am - 4pm core hours, some evening and weekend working required
Based	London, Millbank
Benefits	36 days' holiday inclusive of public 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	March 2020

The Organisation

The Brilliant Club is an award-winning and independently evaluated charity that exists to increase the number of pupils from under-represented backgrounds who progress 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 more than 13,000 pupils across the UK, making it the largest university access initiative for 9 - 18-year olds.

The Opportunity

The Researchers in Schools programme is all about unleashing the potential of PhD graduates to become excellent teachers who use their expertise and research skills to improve outcomes for the pupils that they work with. We do this through the Research Leader in Education (RLE) Award. The RLE Award is three-year programme of professional development for teachers on the RIS programme, during which participants deliver a number of in-school projects. This award has been designed by experts to optimise the skills that RIS participants have gained from their PhD and maximise the impact that they have on the pupils that they teach.

The Curriculum and Development Officer role offers an exciting opportunity to be involved in the process of designing, delivering and monitoring of teacher professional development including contributing to the content of modules, designing and delivering individual training sessions, training other facilitators, and evaluation. The successful candidate will work closely as part of the three-person Curriculum and Development team, with specific responsibility for tracking participant engagement with the Award, design of specific training sessions and delivery of training events. They will support the Curriculum and Development Director, who oversees the content and delivery of the whole RLE Award and the Curriculum and Development Manager, who leads on specific projects.

Everything we do at The Brilliant Club, we do in pursuit of consistent and reliable outcomes for pupils. The role will involve leading the process of tracking data from participants and pupils to monitor the effectiveness of the in-school projects that participants complete as well as evaluating training events. The Curriculum and Development Officer will work closely with The Brilliant Club's Research and Impact Department to evaluate the impact of the training that the Researchers in Schools team delivers. They will use data to co-ordinate support for participants, manage communications with participants through email and online systems as well as working closely with the RIS School Programme team who support each participant. The Curriculum and Development Officer will also work with the programme administrator to manage the logistics of the delivery of training events and prepare resources for participants.

The role requires strong influencing skills and the ability to liaise effectively with different teams across the charity. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. They will be positive, pro-active, and open to feedback, with a commitment to delivering excellent standards.

To Apply	Please click here to submit your CV and a one page-covering letter. Please note that we will not consider applications that do not refer specifically to this job specification and outline why you are interested in the charity and the role.
Deadline	10am Monday 27 January 2020
Interviews	Two stage interview process between 5 February and 18 February 2020
Further Details	Please visit www.thebrilliantclub.org and https://researchersinschools.org/ or call Chloe Hayes on 0207 939 1961

Person Specification

- Essential – Qualified teacher (QTS or above)
- Essential – Two years' teaching experience
- Essential - Previous experience of data management
- Essential - Experience of delivering training and support to in-service teachers
- Desirable – Previous experience of event organisation

Role Specific Knowledge and Skills

- Essential -Teaching and facilitation skills, including delivering training to adults
- Essential – Ability to design training for teachers
- Essential - Data management and reporting skills
- Essential - Strong written and verbal communication skills
- Essential – Knowledge of best practice in teaching and learning and pupil interventions including the use of educational research
- Desirable – Knowledge of current Initial Teacher Education frameworks and school management structures
- Desirable – Understanding of how the impact of educational interventions can be measured
- Desirable – Knowledge of current widening access agendas
- Desirable – People development skills, e.g. coaching, mentoring

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.

Design of training sessions

- Contribute to the design of modules for the Research Leader in Education Award
- Plan the delivery of sequences of learning for RIS participants
- Design individual training sessions within the Research Leader in Education Award
- Manage the design and collating of training resources for participants

Delivery of events

- Manage the organisation of training events including timetables, staffing, venue, accommodation, catering and evaluation.
- Facilitate training sessions during RIS training events
- Organise pupil-focused activities such as project launch events, school visits and celebration events

Leading monitoring and evaluation of Uni Pathways and the Research Leader Award

- Use data to track and evaluate the progress participants make towards completing specific elements of the Research Leader in Education Award ensuring relevant data is collected, analysed, evaluated and disseminated
- Contribute to the design and delivery of impact reports for schools

Participant Communication and Internal Liaison

- Co-ordinate across the Curriculum and Development team, School Programme team and the Research and Impact Department to ensure that the Research Leader in Education Award in- school projects are delivered effectively
- Manage the communication about the Research Leader in Education Award to participants, using technology as appropriate