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**Job Description**

**Secondary Author (Subject Matter Expert)**

Reporting to: Publishing Manager/Revision Team Project Manager

Accountable to: Publishing Manager

**Main purpose of the post:** Responsible for authoring Question Sets (QS) in an efficient manner, ensuring that they are of the highest quality.

**Main duties of the post:**

1. Work collaboratively with other Authors, Instructional Designers and Curriculum Leads to:

* ensure that the structure and content of the curriculum breakdown for the relevant subject and key stage is appropriate and fit for purpose
* ensure that appropriate QS models are developed and applied correctly
* produce QS designs which address all relevant aspects of the QS and adopt the best pedagogical approach.

1. Liaise with the Publishing Manager/Curriculum Lead as appropriate to schedule QS for authoring in weekly sprints.
2. Working to the house style and following agreed models, author identified QS within a specified time-frame, ensuring that:

* the QS is structured appropriately and offers a learning journey for children
* each question achieves its intended purpose and that the content is accurate and age appropriate
* common misconceptions are identified
* all possible answers have appropriate feedback which is instructionally clear and concise
* there is no ambiguity in questions or feedback, and that there are no opportunities for children to acquire misconceptions from the QS
* images are specified where appropriate to scaffold learning.

In order to achieve the above, Authors will need to work closely and collaboratively with illustrators, the Instructional Designer and editorial staff. This will include acting on advice from these colleagues and applying knowledge and skills assimilated from them into future authoring.

1. Carry out peer review of QS authored by other Authors, according to the Peer Review Brief. This will involve checking of all aspects of the question set, including:

* ensuring the QS structure is appropriate and effective
* ensuring progression is used to good effect
* confirming that the content is accurate
* confirming that the content and approach is age appropriate
* checking that illustrations are accurate and appropriate
* checking that appropriate question types have been used
* checking that only those misconceptions that are feasible answers for a child to give are listed as possible answers.

1. From time to time, Authors will work within the revision team, revisiting existing QS to improve writing, illustration and/or structure. This might also include adding additional questions, or splitting an existing QS into two separate ones with a more granular approach to the topic.
2. Liaise with other members of the publishing team to check content for inclusion in books.
3. Working with other members of the publishing team, assist with the validation of LbQ’s approach to the relevant subject/key stage with partner and other schools.
4. Provide support for other areas of LbQ as required - for example, testing new releases, advising the marketing team.

**In addition, the post holder will:**

1. Comply with all legislative requirements including GDPR (2018) protection legislation.
2. Take reasonable care of the health and safety of themselves and others.
3. Participate in any work-related training identified as appropriate.
4. Undertake any other duties deemed appropriate by the Publishing Manager.

*This Job Description is a guide to the work of the postholder and may be changed from time to time to reflect circumstances. It is not part of a formal contract of employment.*