

## **Fellow, Learning Design**

### **Job description**

<b>Important dates</b>	All applications must be received by 23:59 on 8 December 2019  The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none"><li>&gt; First round assessment: 12 December 2019</li><li>&gt; Second round assessment: 17 December 2019</li></ul>
<b>Salary</b>	£42,000 per annum + £3,000 London weighting (if applicable)
<b>Location</b>	Birmingham, London, Manchester
<b>Working pattern</b>	Full-time, 37.5 hours per week
<b>Contract</b>	Permanent
<b>Reporting to</b>	Associate Dean, Learning Design
<b>Direct reports</b>	In the future, the post holder may take on line management of Managers, Learning Design.
<b>Main contacts</b>	Learning Design team colleagues and other Programmes Division colleagues such as Programme Leaders
<b>Role requirements</b>	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

### **Main objectives**

Our Fellows, Learning Design digest large amounts of research, and combine this with curricular expertise and field experience to author, sequence and represent curricula in ways that generate rigorous and actionable learning for educators at various levels within the school system.

## **Key responsibilities**

- > Work closely with line managers, direct reports (where relevant) and colleagues to maintain high quality, coherent outputs, modelling and providing ongoing feedback to inform effective curriculum design, and translating their Associate Dean's 'best bets' into curriculum maps for managers.
- > Conduct regular exemplary facilitation, and support in-house design and curriculum PD.
- > Liaise with Programme Leaders and facilitators to ensure that designs are delivered to a high quality, and gather feedback and data to continually improve designs.
- > Develop personal understanding of effective professional learning, disseminate these within the design team, advocate for the organisation, and undertake other duties where required.
- > The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

## **Person specification**

### **Essential**

The ideal candidate will possess the following qualities:

- > Have a track record of excellent teaching and/or school leadership, including pupils with low prior attainment in challenging contexts;
- > Have research-informed knowledge about how pupils, teachers and school leaders best learn, and a breadth of professional knowledge of what this might look like in practice;
- > Be able to analyse teaching/leadership skills and moments, breaking them down into their smallest constituent parts, and recombining them to build high levels of competence;
- > Be able to digest significant volumes of research, distil critical findings and communicate in a clear, concise and meaningful way;
- > Demonstrate sensitivity to the demands of delivery of professional development programmes and how design should be responsive to these;
- > Have strong facilitation skills and be able to communicate skilfully, intelligently and sensitively with teachers and leaders in range of situations;
- > Be able to support and hold to account junior designers so they can create content and tools that provide world-class learning experiences for educators;
- > Be open and hungry for feedback, driven by continual improvement, and able to hold themselves and those around them to account for securing impact;
- > Be obsessed with the minutiae of curriculum, pedagogy, assessment, culture and change.

**Desirable**

- > Masters level qualification in education

This post is subject to receipt of two satisfactory references and right to work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

## Work for us

It couldn't be a more exciting time to join Ambition Institute. We're a new, bold organisation formed from the merger of two education charities, Ambition School Leadership and the Institute for Teaching.

Through our suite of programmes for individuals and organisations, we're able to support educators at every stage - from new teachers through to executive leaders of groups of schools. You can find out more about us at [www.ambition.org.uk](http://www.ambition.org.uk)

We are looking for people who:

- > Are experts, or are working towards become experts, in their field.
- > Have a strong commitment to our mission.
- > Embody our values - work for the team, own your role, and keep getting better.

## Our divisions

Ambition Institute has three divisions – Programmes, Partnerships and Operations.

The Programmes division designs and delivers high quality development for educators. The division is made up of four departments:

- > Learning Design shapes the curriculum and content for all programmes
- > Impact Governance quality assures, assesses and measures our work to help us to keep making it better. It also leads on professional development across the organisation.
- > Programme Leadership works with teams across the organisation, bringing together everything that a programme needs to ensure it has the biggest impact.
- > Programme Operations implements all delivery across our programme suite, managing logistics, data and relationships with our participants and faculty.

The Partnerships division manages relationships with individual leaders, schools and the wider education system and is made up of three departments:

- > Marketing & Communications leads on attracting the participants for our programmes, communications to engage and inform stakeholders, and relationship management of government bodies.
- > School Partnerships manages relationships with individual school leaders, with a focus on the areas of the country most in need of support. This team also supports participants with tailored care throughout their programme journey from application and assessment to alumni.
- > Business Development and Fundraising develops new programmes and products and builds partnerships with funders.

Operations ensure that the organisation operates effectively. The division is made up of five departments:

- > Finance develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- > People is responsible for ensuring that we find, hire, develop and retain world class individuals who can help us to achieve our mission.

- > Technology ensures that the organisation has the technology that teams need to perform effectively. This includes both internal systems and those used by our participants.
- > Data and Continuous Improvement works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.
- > Executive Assistants enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.

## Our offer

We are happy to be able to offer you:

- > Flexibility on how you work – agreed between you and your line manager
- > A competitive annual leave entitlement of 25 days, plus bank holidays
- > A generous employer pension contribution of 11% (10% pension plus 1% NI rebate)
- > Competitive salary rates
- > Access to an interest free season ticket and bike loans, as well as eyecare vouchers
- > An Employee Assistance Programme (EAP) which provides confidential support for employees on personal or work-related matters.
- > A robust learning and development offer that ensures your continuous professional development

## How to apply

To apply for any of our vacancies please email [jobs@ambition.org.uk](mailto:jobs@ambition.org.uk) with the following:

- > An up-to-date CV, no more than two pages in length
- > A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- > Equality monitoring form

We are committed to the safeguarding of children and the most vulnerable in our society and, as such, we are unable to employ individuals with relevant convictions, including the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any questions or queries please email us at [jobs@ambition.org.uk](mailto:jobs@ambition.org.uk)