

## Leadership Content Author

### **Role Summary:**

To use educational research and professional experience to create high quality learning experiences for blended programmes for school staff at various levels in the education system, ensuring close fidelity to frameworks.

<b>Location</b>	TDT's offices are based in London. However, this role lends itself to home-working from elsewhere in the UK with occasional visits to our main office.
<b>Hours per week</b>	37.5
<b>Contract basis</b>	Full time
<b>Contract type</b>	Fixed term contract, 6 - 10 months
<b>Salary</b>	£45,000 per annum, negotiable
<b>Benefits</b>	8% employer pension contribution; opportunities for flexible and remote working; wide-ranging opportunities for personal and professional development
<b>Reports to</b>	Head of Leadership Content

The Teacher Development Trust (TDT) is an established and fast-growing charity based in London that is dedicated to improving the educational outcomes for children by raising the quality of teachers' professional development.

To meet the needs of our new suite of school leadership programmes and to support our existing membership we are seeking a Leadership Content Author to play a vital role in progressing our NPQ programmes.

This is an exciting opportunity to work in an influential education charity. We're looking for a proactive, confident communicator to join our team in supporting our existing services and programmes. We have an excellent track record of staff developing within the charity, as well as staff who have developed their careers into schools, other charities, and the public sector. For more information go to [www.tdtrust.org](http://www.tdtrust.org)

### **Key responsibilities**

- Use educational research and professional experience to create high quality learning experiences for blended programmes for school staff at various levels in the education system, ensuring close fidelity to frameworks at various levels within the school system.
- Maintain excellent standards of design outputs, translating curriculum maps into blended learning experiences.
- Act on feedback from a range of sources to continually improve design outputs.
- Manage sections of the programme, sourcing and collating content from colleagues

### **Required skills**

- Have a proven track record of strong teaching and/or school leadership
- Excellent attention to detail and proven experience of designing and/or facilitating teacher/leadership professional development, for example leading in-school professional development, coaching/mentoring, blended learning programmes, etc.
- Experience writing instructional design
- Hold research informed knowledge about how pupils, teachers and school leaders learn most effectively, and professional knowledge of what this looks like in practice
- Be able to digest significant volumes of research, distil critical findings and communicate them 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
- Be able to communicate skilfully, intelligently and sensitively with teachers and leaders in range of situations
- Be highly organised, driven by continual improvement, and able to hold themselves to account for delivering design work to time and quality expectations
- Excellent communication skills and ability to work effectively in a team
- Champion of our values and embody them in interactions with colleagues and partners.
- A strong commitment to education, the nonprofit sector and raising the aspirations, achievements and life chances of all children
- Be a committed and generous team worker, to whom going above and beyond expectations for their colleagues is second nature.

### **Other Information**

We particularly welcome applications from disabled, ethnic minority, Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low income families as we are committed to increasing representation and diversity at the charity.

Interested candidates should email the following to [rachel.dunsby@tdtrust.org](mailto:rachel.dunsby@tdtrust.org) by 9am on Friday 6 August 2021

- Cover Letter – please explain why you want to work as Leadership Content Author for the Teacher Development Trust and how your skills, knowledge and experience are relevant to this role. Please also state where you saw this job role advertised.
- CV
- The names of 2 referees, one of whom should be your current or most recent employer (references will not be taken up until after interview)

Shortlisted applicants will be invited to interview. Interviews are scheduled to take place in the week

commencing 9th August and will be held virtually.