

## Curriculum Associate

### Role Summary:

1. An ideal role for instructional designers or teachers with experience using and translating research and creating training materials who wish to develop this aspect of their career further.
2. Support and assist our curriculum designers; learning and developing within our team in order to take on increasing amounts of content authorship.
3. Strategically draw on educational research and your own 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 a few visits per year to our main office.
<b>Hours per week</b>	Full time
<b>Contract type</b>	Permanent
<b>Salary</b>	circa £35,000 - 38,000, depending on experience
<b>Benefits</b>	8% employer pension contribution; 25 days' annual leave + bank holidays; opportunities for flexible and remote working; wide-ranging opportunities for personal and professional development
<b>Reports to</b>	Instructional Design Lead

The Teacher Development Trust (TDT) is an established and fast-growing charity that is dedicated to improving the educational outcomes for children by raising the quality of teachers' professional development. We have physical offices in London although we work across England and most colleagues work from home. Our staff are really passionate about improving education by supporting the people who work within it to grow, develop and thrive so that students succeed. We pride ourselves on a supportive and friendly work environment that empowers and enables the best in everyone.

In 2021, TDT became a Lead Provider for the new suite of National Professional Qualifications and we are training thousands of teachers and leaders in the art, craft and science of leadership of specialist areas, schools and trusts. Working also with our other qualifications, including our work in pedagogical coaching, teacher collaborative enquiry and CPD leadership, we are looking for a new associate to join our superb training content team to extend and build each of these qualifications further.

We're looking for an individual who is well versed in contemporary educational research, pedagogy and leadership, who writes clearly and understands how to translate complex ideas into easily understandable content for busy teachers and leaders. You should have great attention to detail, with the ability to look at the big picture and create well sequenced materials that show great fidelity to the research.

TDT holds key values central to our work, including being:

- Smart – 'Joyfully nerdy' - we're authoritative, research & practice informed, carefully critical & cautious and enthusiastically nerdy about learning, exploring, researching, discovering.
- Heart – Inclusion and equity is important to us - we always use an approach which is harmonious, collective, empowering, engaging, energising for everyone - we want to bring people with us on the journey, not make them victims of it.
- Humble – We are self-reflective, non-defensive, non-judgemental, non-partisan; we hold our views carefully and lightly and won't become entrenched. Respectful dialogue – we try to avoid absolutes and encourage flexible thinking.

This is an exciting opportunity in a fast-growing and influential education charity. We're looking for a proactive and skilled writer who wishes to grow and develop their expertise in writing materials alongside sector-leading experts. 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**

- Working with our Curriculum Designers, support the writing, reviewing and improving core sections of TDT training materials including:
  - Digesting and summarising the most important research within each key area
  - Using prompts and ideas from our Curriculum Designers and Instructional Design Lead to expand and develop key sections of text and materials
  - Liaising with leaders, teachers and sector experts to identify and review key explanations
  - Design, test and refine both formative and summative assessments for participants
  - Design, review and improve advice for facilitators based on feedback from sessions
  - Attend live webinars and face to face sessions to review the impact of the curriculum in practice. This may involve some travel and visits to schools or delivery partner training centres.
- Support and engage in the delivery of the courses
  - Working with Curriculum Designers and Expert Advisers to record video and audio segments to support a rich blend of instructional materials
  - Take part in webinar elements of courses as a key expert input
- Work with our Network Learning Lead to bring the expertise into our wider work with leaders and staff, building and refining materials for our ongoing work to support schools and trusts.

### **Required skills and experience**

- Qualified teacher status or significant experience working in or with schools
- Some experience designing high quality teaching and leadership training materials that are rooted in recent research

- Excellent spelling and grammar with attention to detail for consistency and coherence across materials
- Effective interpersonal skills, the ability to work as part of a team to tight deadlines and a very effective listener and communicator
- A strong understanding of current national and local school contexts and issues
- A strong commitment to education, the non-profit sector and improving educational outcomes for learners
- Strong communication skills

### **Desired skills and experience**

- Experience writing materials teaching and leadership qualifications, ideally for the Early Career Framework, ITT Core Content Framework and/or the new (2021 onward) National Professional Qualifications Frameworks
- Experience of middle or senior leadership within the education sector
- Experience of facilitation of leadership programmes

### **Other Information**

Interested candidates should email the following to [recruitment@tdtrust.org](mailto:recruitment@tdtrust.org) by Thursday 10th February

- Cover Letter – please explain why you want to work as Curriculum Designer 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 given a task to complete and submit and then some candidates will be further invited to interview. Interviews are scheduled to take place in the week commencing 14th February and will be held virtually, with candidates informed of results by no later than Friday 18th February. Due to the anticipated volume of applications we are unfortunately unable to provide detailed feedback.