

Job Description: Design Lead, Secondary English Mastery

Reports to: Head of Secondary English

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm) or Part Time Hours Available

Full Time Salary: £40,000

About the role:

This role is a great opportunity to influence and support the English teaching of hundreds of secondary teachers, transforming the English learning experience of thousands of KS3 pupils.

As the Design Lead at Ark Curriculum Plus (AC+) you will be involved in the research and development of the Secondary English Mastery curriculum. In the first instance, the key focus will be around writing and grammar within the programme. You will be writing and pedagogically checking curriculum sequencing, lesson resources, assessments and CPD. This will include: reviewing and writing current curriculum materials; creating new materials; undertaking school visits to inform research; and working in collaboration with our partner schools and teacher panel.

Through ensuring the consistent high quality of the English programme, the Design Lead plays a key role in both its reach and impact.

Key Responsibilities:

Content creation and management

- Ensure school-based Design Leads and freelancer curriculum writers are adequately briefed and that they are consistently meeting defined goals and objectives to the required standard
- Create and revise curriculum, teaching content and professional development materials
- Identify and select high quality curriculum writers to create content, ensuring adequate briefing and quality control
- Implement a rigorous and effective content review process and ensure that quality standards are maintained
- Follow English Mastery's content management process including content creation, approval, version control, publication, permissions clearance, storage and archiving
- Ensure rights management policies are adhered to

Commercial leadership and fundraising

- Work with the Schools Development team to ensure our current partners are well supported
- Represent the programme to existing and potential donors
- Work with the Partnerships team (sales and marketing), ensuring that the benefits of the programme are well understood and communicated to enable AC+ to achieve its growth plans
- Contribute content for rich marketing campaigns
- Respond to escalated customer queries
- Present and attend events
- Raise awareness of key events

External profile

- Keep abreast of sector and subject developments, legislative changes, research findings and innovative practice on a national and international level and ensure this informs programme design
- Support and contribute to the programme's external profile through building relationships and networks within the relevant education community

Product management

- Maintain a deep understanding of current users' experience in order to develop, or to help prioritise within, a pipeline for new products and/or programme developments in English
- Participate in the continual improvement mechanisms established with Ark Schools and our wider partnership of schools
- Under guidance, build proposals for programme structure and design
- Maintain strong implementation plans for new developments, monitoring progress through development, and mitigating any risks to ensure high quality delivery on time

Person Specification: Design Lead, Secondary English Mastery

Qualifications

- Qualified to teach in the UK
- Educated to degree level or above
- Subject specific qualification/further study desirable

Knowledge & Skills

- KS3 teaching experience
- A proven record in delivering outstanding achievement in English, particularly for pupils with low prior attainment in challenging urban schools
- Experienced and confident leader with a history of impact in English leadership, and of creating an environment and school climate that is conducive to change
- Up-to-date knowledge of the current KS3 English curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Track record of providing professional development to teachers, including coaching, mentoring, and training
- Understanding of the education landscape and issues affecting education
- Experience of prioritising and delivering to a high standard, on time and to budget

Personal Qualities

- Vision aligned with Ark Curriculum Plus's high aspirations and expectations of self and others.
- A strong and proactive communicator with a collaborative working style
- Team worker, with demonstrated ability to work cross-functionally
- Bringing gravitas, with ability to convey confidence and credibility with senior external stakeholders in your area of expertise
- Excellent influencing skills, with consistent track record of building strong relationships
- Demonstrates resilience, motivation and commitment
- Enjoys working in a fast-paced, ambitious organization
- Demonstrated commitment to personal development

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).