**JOB DESCRIPTION**

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| --- | --- | --- | --- |
| **Job Title:** | Leadership Programmes Content Writer | | |
| **Base:** | Home based or per assignment | | |
| **Reports to:** | Head of Leadership Development | **Grade:** | N/A |
| **Staff Responsibility for:** | N/A | **Salary:** | Negotiable |
| **Additional:** | N/A | **Term:** | 12 month contract with option to renew |

**JOB PURPOSE AND SUMMARY**

To develop high quality learning content that meets the objectives of our programmes, to be an advocate for Star Institute, part of Star Academies and to design training that ensures high quality learning outcomes for all participants.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

# Develop high quality learning content to an exceptional standard

## Create high quality learning materials and activities that reflect the topic and learning objectives and also provides good balance of theory, practical application and active participant.

## Maintain a commitment to ensuring training is based on relevant and current research and evidence.

## Produce detailed facilitators’ notes to support session planning and delivery.

## Produce materials to a high standard ensuring consistency of presentation and alignment with the Star Institute branding and quality standards.

## Ensure materials, including pre- and post- reading are clear, concise and relevant.

## Feedback regularly to Star Institute regarding content, updates and changes within the educational landscape that will impact on materials.

## Accept input and feedback through our quality assurance process, including strengths and development needs.

## Liaise effectively with, and support the work of the Star Institute to enable it to ensure the effectiveness of all its Leadership Programmes

# Other responsibilities

## Promote the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’.

## Champion the Trust’s values of ‘Service’, ‘Teamwork’, ‘Ambition’ and ‘Respect’.

## Contribute to the wider life of the Trust and the Star community.

## Carry out any such duties as may be reasonably required by the Trust.

# Records management

## All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust’s policies and procedures on records management.

This appointment is with the Trust on a contract basis and assessors will be set up as consultants. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | **Interview/Task** |
| **QUALIFICATIONS** | | | | |
|  | Degree-level qualification and Qualified Teacher Status. | **E** | 🗸 |  |
|  | Evidence of training and relevant qualifications in educational and school leadership and management. | **D** | 🗸 |  |
| **EXPERIENCE** | | | | |
|  | Experience of leadership and management within and across school settings. | **E** | 🗸 | 🗸 |
|  | Substantial experience of writing content for educational purposes. | **E** | 🗸 | 🗸 |
|  | Experience of writing content for accredited programmes leading to an award. | **D** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
|  | Substantial knowledge and understanding of the current education sector and the challenges faced by school leaders at all levels. | **E** | 🗸 | 🗸 |
|  | Strong understanding of the key research and thinking in education and of what constitutes good evidence based practice. | **E** | 🗸 | 🗸 |
|  | Strong understanding of learning design and pedagogy. | **E** | 🗸 | 🗸 |
|  | Excellent organisation and time management skills. | **E** | 🗸 | 🗸 |
|  | Effective communication and IT skills. | **E** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** | | | | |
|  | Ability to work flexibly and to deadlines | **E** | 🗸 | 🗸 |
|  | Commitment to high standards of school leadership and educational excellence | **E** |  | 🗸 |
|  | Commitment to equality of opportunity | **E** |  | 🗸 |
|  | Ability to work efficiently and maintain high professional standards | **E** |  | 🗸 |
|  | A passionate belief in the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Service’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Teamwork’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Ambition’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Respect’. | **E** |  | 🗸 |
|  | Commitment to support Star Academies’ agenda for safeguarding and equality and diversity. | **E** |  | 🗸 |
|  | Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment. | **E** |  | 🗸 |