

## Job Description

<b>Job title:</b>	Senior Education Adviser
<b>Group:</b>	Education Services Group
<b>Dept/Project/Service:</b>	UK Contracts
<b>Reports to:</b>	Lead Education Adviser
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	Reading
<b>Grade:</b>	4

### **Job purpose:**

Provide specialist technical expertise for the development of our education solutions and lead the end-to-end design and creation of the training, materials and resources across one or more programmes. Delivering and leading the implementation of our programmes, working with schools and partners to create exceptional and impactful professional development opportunities for teachers and leaders. Provide ongoing quality assurance, monitoring and evaluation of the programme.

Support our engagement with clients, helping to develop our profile and ensure we are suitably positioned for new opportunities and provide technical input to business development for new opportunities.

### **Job objectives:**

1. Lead the design of education solutions for the programme, drawing from and contributing to Education Development Trust's intellectual property and service offerings.
2. Provide education inputs and expertise to specific programmes in order to achieve a direct utilisation rate of at least 75%.
3. Provide and coordinate technical input into the design of an impactful, accessible and inspirational training programme for teachers, teacher mentors and/or school leaders, including programme resources and materials, online learning environment, coaching models, training delivery, train the trainer, events and other development activities.
4. Establish and maintain effective professional relationships with consultants (internal and external) and sub-contracted organisations, ensuring their inputs meet all cost and quality expectations in a timely manner.
5. Advise the client, Programme lead and other relevant stakeholders on the effective delivery and design of the programme to ensure it is fully implemented.

6. Liaising with the programme lead and Lead Education Adviser, monitor and assure the ongoing quality of the programme delivery.
7. Work with the Lead Education Adviser and external partners to ensure that impact and evaluation activities are completed to agreed standards.
8. Provide performance oversight of a programme, taking responsibility (as agreed on a per programme basis) for the achievement of specific objectives / Key Performance Indicators of the programme.
9. Represent the Trust with key clients and partners, providing excellent client relationship management to ensure we have a positive reputation.
10. Provide mentoring support to other Advisers to ensure that they are developed into high-value, high-impact education thought leaders and take responsibility for line management, where required.
11. With the UK education team, contribute to thought leadership, proposition development and other activities to enhance and promote our education offer.

### Person specification:

#### Knowledge

##### Essential:

- Strong technical knowledge of education policy and practices in the UK
- Strong technical knowledge of teacher and/or leader professional development methodology (theory, design, implementation and quality assurance), in line with current good practice in the UK
- A knowledge and good understanding of business development techniques
- Degree level qualification, or equivalent experience
- Understanding of the particular challenges presented to teachers and schools when working in areas of disadvantage
- Strong knowledge of quality assurance processes and procedures
- Familiarity with, and understanding of, the roles key stakeholders play in the implementation of a programme

##### Desirable:

- Qualified Teacher status
- A higher degree or equivalent qualification in a relevant field

#### Experience

##### Essential:

- Proven experience of operating in the education sector, including some policy engagement and project design experience
- Experience of designing and implementing initiatives that have led to raising standards / improvements in teaching and learning / assessment for learning

- Experience of training groups of education professionals and developing continuing professional development materials and content
- Experience of delivering programmes with and through school partners
- Strong experience of engaging with a range of education stakeholders and third-party suppliers
- Experience of quality assuring large-scale training programmes
- Experience of using data to inform strategic decision making

Desirable:

- Teaching and/or leadership experience in education
- Experience of working on large-scale national educational initiatives and with government clients
- Strong personal networks in the education sector

## Skills

Essential:

- Ability to represent Education Development Trust credibly in professional and technical relationships with key clients and stakeholders in the education sector
- Solution focused, able to develop innovative approaches to complicated and demanding issues and to manage change situations effectively
- Able to interpret government policy accurately and innovatively and to manage and analyse information effectively and produce considered opinions in order to make decisions for the development and modification of the programme's service
- Ability to work independently and as part of a team working on a larger project
- Excellent communication skills coupled with strong written English skills
- Strong IT skills
- Ability to design and develop online and digital training content
- Ability to work on multiple tasks at the same time and to plan effectively to meet deadlines
- Ability to be self-motivated, flexible and effective as a professional
- Excellent stakeholder engagement skills and the ability work with a wide variety of clients
- Strong ability to work under pressure to tight deadlines

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence - Creating and Leading Success</b>	Delivering excellent service	Creating and innovating
<b>Integrity - Supporting and Building Trust</b>	Valuing views and needs of others	Building respect
<b>Accountability - Delivering and Improving</b>	Delivering commercial outcomes	Developing self and others
<b>Collaboration - Engaging and Partnering</b>	Building effective relationships	Influencing and negotiating

Job Family: Consultancy / Project Management

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure and Barring Service.***