



JOB DESCRIPTION – LEARNING AND TEACHING MATERIALS SPECIALIST

Job title:	Learning & Teaching Materials Development Specialist
Project:	Building Learning Foundations (BLF)
Reports to:	Rwanda Education Board (REB) HoD/CTLRD
Usual office base:	Curriculum and Pedagogical Materials Department, Rwanda Education Board, with field visits

BACKGROUND

Education Development Trust (Ed Dev Trust) is the lead partner in a consortium that has secured an accountable grant from the UK's Department for International Development (DFID) to deliver a programme of support to the Rwanda Ministry of Education (MINEDUC) towards improving the country's primary education system. The Building Learning Foundations (BLF) is a three-year, £25m MINEDUC and Rwanda Education Board (REB) programme funded by UKAid that aims to strengthen the Rwanda education system through a series of targeted interventions that will improve the quality of teaching and leadership in primary schools to improve learning outcomes in English and Mathematics for 2.6 million children.

The BLF programme is delivered through three 'Foundations': Foundation 1 focuses on improving foundational skills in English and Mathematics for teachers and Foundation 2 focuses on professional development for head teachers on leadership for learning while Foundation 3 focuses on strengthening the education system through a mix of technical assistance and capacity building as well as MIS development and data activities. BLF is implemented by a consortium of Ed Dev Trust (lead partner), the British Council and VSO.

As part of Foundation 3's technical assistance to REB, BLF is supporting four long-term experts in public financial management (PFM), internal audit, monitoring and evaluation and planning, and the management of learning and teaching materials (LTMs).

REB has the overall responsibility for curriculum development and support and has traditionally contracted commercial publishers to publish textbooks and other LTMs for all the schools that it is responsible for. Within the context of implementing a new Competency-Based Curriculum (CBC), REB is now in the process of implementing in-house LTM publishing as part of its new strategy on LTM.

In this regard and in partnership with REB, the BLF is seeking applications from qualified and suitable persons for the position of Learning and Teaching Materials Specialist (LTM Specialist) to be based within REB's Curriculum and Pedagogical Materials Department in order to support the development (manuscript, layout and illustration) of teaching and learning materials, reading books, and electronic materials. The position is based full-time in Kigali, Rwanda (with some travel anticipated to locations outside Kigali) and will be working under the direct management of the relevant REB department.

JOB PURPOSE

The purpose of this role is to provide technical support to the Rwanda Education Board on all aspects of the in-house development, design, creation, editing, and quality-assuring of Grade-appropriate Primary and Secondary Level Learning & Teaching Materials, across all Subject areas.

JOB OBJECTIVES

The LTM Development Specialist will advise and assist the Rwanda Education Board with respect to:

1. The development, design, creation, editing, and quality-assuring of Grade-appropriate Primary and Secondary Level Learning & Teaching Materials, across all Subject areas (both paper-based and digital).
2. The revision, updating, editing, and quality-assuring of REB-owned, Grade-appropriate, Primary and Second Level Learning & Teaching Materials, across all Subject areas (both paper-based and digital).
3. Rolling-out and implementing the **In-house Learning & Teaching Materials Production Project** in support of the ongoing in-house development of printed and electronic LTMs and improved LTM manufacturing and delivery;
4. Undertaking capacity assessments and the design and implementation of a long-term capacity building and training program on different aspects related to LTM creation and production (both paper-based and digital).

SCOPE

The LTM Development Specialist will work directly with the Head of the Curriculum Teaching Learning Resource Department and will ensure that the advice and support provided is timely and according to expected high standards. The scope of work will include:

1. Develop REB's in-house Textbook Development Implementation Strategy
2. On implementing REB's strategy of the in-house development of quality-assured, paper-based and digital LTMs and improved LTM manufacturing and delivery:
 - a. Assist in developing and implementing REB's LTM creation, design, development, manufacturing and delivery strategy and REB's plans to ensure the most effective use of contract outsourcing and in-house resources to provide timely and effective LTMs to all schools and subjects that REB is targeting;
 - b. Develop procedures for, and take the lead in, undertaking a comprehensive quality assurance on all LTMs to ensure LTMs produced are of the highest quality possible;
 - c. Provide advice to REB on ongoing and emerging assumptions, risks and mitigating factors with respect to the roll-out of the new LTM development, manufacturing and delivery strategy;
 - d. Advise REB regarding the potential for electronic development and delivery options for all newly produced/revised LTMs and work closely with REB's ICT for Education Department to ensure that the newly produced/revised LTM strategy for electronic materials aligns with REB's ICT Strategy;
 - e. Ensure a Value for Money approach is applied to all financial decisions within the new LTM strategy.
3. On capacity assessments and capacity building for LTMs and related REB information systems:
 - a. Assist in the development of a strategy for capacity building in REB to support the new strategy of in-house LTM development and production management;

- b. Work closely with the Head of Curriculum and Pedagogical Materials Department to identify required new capacity for LTM development and delivery, including developing job descriptions and participating in hiring processes for all required LTM development, and publishing skills such as planning, writing, editing, rights management, proofreading, design, layout, illustration, pre-press and production management, whether for textbooks or other printed and electronic LTMs;
 - c. Develop in-house training courses, tools, methods and approaches for capacity-building and training on LTM development;
 - d. Advise on the equipment required for the professional in-house publishing/production of printed and electronic resources.
4. On the production of data, statistics and reports:
- a. Develop and produce timely and relevant quantitative reports pertinent to LTM development and production processes in REB and organise feedback sessions geared to using this data towards improvements of the processes and procedures;
 - b. Provide input to any REB report as required.

BUDGETING AND REPORTING

The post carries no direct responsibility for budgeting. However, the LTM Specialist will advise Rwanda Education Board on all financial aspects of the educational publishing strategy.

PERSON SPECIFICATION

Knowledge

Essential

- A PhD/Master's Degree in Education, Teacher Education, Curriculum Studies/Design, Pedagogy, or the development of classroom-based Instructional Materials;
- Good grasp of project management disciplines to support successful implementation of activities.
- Excellent written and oral English language;

Desirable

- Knowledge of digital/electronic classroom resources and the production/application of same;
- Knowledge about the education system in Rwanda would be an added value;

Experience

Essential

- A minimum of ten years of senior-level experience in the creation, design, editing, revision, updating, and quality-assuring of Grade-appropriate Primary and Second Level Learning & Teaching Materials;
- A minimum of five years' cumulative post-graduate professional experience of working in low-income countries;
- A minimum of five years' experience of managing / leading / advising Teams of LTM content creators (preferably teachers and Academics, incl. a Lead Author and Subject Specialists) with respect to content creation, design, editing, revising;
- Experience of building the capacities of and mentoring Teachers, Teacher Educators and Academics with respect to the creation of LTMs.

Desirable

- Direct experience of classroom teaching in low-income countries, or experience as a Teacher Educator or Schools Inspector;
- Experience in electronic publishing;
- Experience of working with national and local government institutions, senior government officials, development partners in low-income countries;
- Experience of engaging with Teachers, Teacher Educators, and Subject Specialists across diverse technical areas;
- Relevant work experience in Rwanda is an added advantage.
- Must have experience of working in cross-functional teams;
- Must have demonstrable ability of working independently while managing risks and ensuring VfM and cost-effectiveness;
- Must have demonstrable ability in the facilitation of stakeholder engagements and training workshops.

Skills

Essential

- Excellent IT skills, incl. all MS Office applications.
- Excellent LTM planning, writing and editing skills with the ability to work under tight deadlines;
- Strong communication, inter-personal and presentation and networking skills.
- Ability to work in a multidisciplinary and multicultural team environment;
- Strong negotiating, analytical, critical thinking, reporting and influencing skills;
- Results-oriented skills, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfil all obligations to child protection awareness, gender sensitivity, with zero tolerance of sexual harassment and corruption.
- Demonstrable ability of working independently while managing risks and ensuring VfM and cost-effectiveness;
- Demonstrable ability in the facilitation of stakeholder engagements and training workshops.

Desirable

- Strong skills in the design and implementation of electronic LTMs;
- Skills in classroom teaching and pedagogy.
- Skills in mainstream desktop publishing applications

TIME FRAME: One-year contract, renewable once

REPORTING

The role will be under REB's direct management and reporting on a day-to-day basis. Monthly timesheets will be co-signed by REB and the expert, to be sent to BLF for processing of payments. A quarterly report on progress, co-signed by REB and the Specialist, will be sent to BLF for the purposes of reporting upwards through the BLF log frame.