Job Description: Design Lead (Secondary Science)

Reports to: Head of Product
Location: West London (with flexible working available)
Contract: FTC (12 months)
Pattern: Full-time, with standard hours of 9am to 5.30pm. Part-time working arrangements will also be considered
Salary: £40,000 to £50,000 (depending on experience)

About the role:

Through ensuring the consistent high quality of the Secondary Science programme, the Design Lead (Secondary Science) plays a key role in both its impact and reach. The Design Lead (Secondary Science) is responsible for implementing best practice and the programme educational vision in new developments in the Secondary Science subject excellence programme. The Design lead (Secondary Science) will understand classroom best practice, how the programmes are used in Ark and partner schools, any gaps or needs, and they contribute to the development of the concept, create and review the resources and create new developments across the components of the programmes.

Reporting to the Head of Product or Principal Design Lead and working closely with the Head of Subject and the wider design and programmes team, the Design Lead (Secondary Science) plays a significant role in implementing best practice, content creation and content management within the Secondary Science programme.

Key Responsibilities:

Strategy and Educational Best Practice

- Implement the organisation's strategy and mission
- Work closely with the Head of Product, Head of Subject, the Design Team and the Programmes Team to implement programme strategies that contribute to the overall organisational mission, strategy and sustainability
- Understand the vision for subject excellence underpinning the programme and ensure best practice and Ark School educational initiatives are implemented in new developments so that the programmes continue to drive subject excellence
- Keep abreast of sector and subject developments, legislative changes, research findings and innovative practice and use this to inform the creation and quality assurance of new programme developments as appropriate
- Participate in the continual improvement mechanisms established with Ark Schools and our wider partnership of schools
- Participate as appropriate, with the Head of Subject, Programmes Team and Ark Schools to prepare for and support at the AC+ Conference, network days, induction and other internal and external events. Participate in Subject Panels and other school working-groups as appropriate

Content Creation and Management

- Input into implementation plans for new developments, monitoring progress, problem-solving, and mitigating risks to ensure releases are on time, within scope and budget and to a high quality
- Work in an agile way, testing and gaining customer input and failing fast, with the aim of ensuring developments meet school needs and have a positive impact
- Adhere to release schedules, capacity planning and scoping documents and work closely with the Heads of Subject and designers to stay within scope
- Create content across all subject excellence programme components, including curriculum, assessment and CPD
- Update and improve content based on school feedback and assessment analysis
- Adhere to briefs, training, scope and quality control
- Follow a quality assurance process, implementing pedagogical and editorial quality assurance
- Maintain content management processes including content creation, version control, rights clearances, storage and archiving

Product Management and User Insights

- Conduct or shadow school visits, interviews and other feedback mechanisms to observe and understand the use of the programmes in schools and any gaps or needs to help inform programme developments. Add any ideas for future developments to the programme pipeline
- Understand competitor propositions
- Contribute to the development of new concepts
- Understand and keep abreast of educational and market research and use this to inform the creation of new programme developments
- Prototype, test and iterate AI-supported educational content and teaching recommendations for subject accuracy, curriculum alignment, pedagogical quality, inclusion and practical usefulness to teachers
- Apply agreed evaluation criteria and frameworks consistently to new product developments and provide clear, actionable feedback to support iterative improvements in quality

Person Specification: Design Lead (Secondary Science)

Qualifications

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

Knowledge & Skills

- Understanding of the education landscape and issues affecting education
- At least three years' teaching experience across at least two key stages
- A proven record in delivering outstanding achievement in Secondary Science, particularly for pupils with low prior attainment in challenging urban schools
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Experience of planning and designing Secondary Science curriculum and assessment materials
- Record of successfully leading change in a school context
- Track record of providing professional development to teachers, including coaching, mentoring and training
- Regular and on-going engagement with training and personal development
- Familiarity with Microsoft Office, including Outlook, Teams, PowerPoint, Excel and Word

Personal Qualities

- A strong and proactive communicator with a collaborative working style
- Team worker, with demonstrated ability to work cross-functionally
- Willingness to follow a brief meticulously and to respond constructively to feedback
- Highly organised, and able to work to deadlines
- Good influencing skills, with track record of building strong relationships
- Demonstrates resilience, motivation and commitment

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.

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this link.