Resource Developer Assistant

**Department:** Education

**Hours of work:** Part-Time / 18.50 hours a week (0.5 FTE)

**Contract type:** Fixed-Term / 19 July 2021 to 2 December 2022

**Salary:** £25,941 - £31,866 a year (pro-rated for part-time working) / Grade 5
Introduction

The National Centre for Excellence for Language Pedagogy (ncelp.org) aims to strengthen curriculum design and pedagogy, with a view to increasing uptake of and performance in foreign language GCSEs. Since December 2018, the Centre for Excellence has been delivering a substantial programme of research-informed professional development, teaching resource creation, and workshops, to take forward recommendations made in the Teaching Schools Council’s Modern Foreign Languages Pedagogy Review in 2016.

We seek to appoint an energetic and creative Resource Developer Assistant. The person appointed will make an important contribution to the Centre’s work and will support the team of Resource Developers in the production of research-informed teaching and testing materials that will be made freely and openly available on the NCELP Resource Portal. The post-holder will be expected to provide support to the team and users of the resources and assist team members with resource development, including the production of OASIS accessible summaries of published research.

The post will suit languages or applied linguistics graduates, with a keen interest, or ideally knowledge or experience in, research into second language learning and pedagogy and/or with experience of teaching. An understanding of and willingness to learn about research-informed pedagogy and curriculum design are highly desirable, as are secure IT skills, especially MS PowerPoint and Google Slides, and the willingness to develop further technical and digital literacy, as required.

Main purpose of the role

The post-holder will make an important contribution to the Centre’s work, assisting with the production of research-informed curriculum materials. In particular, the post holder will:

- Assist resource developers and other members of the NCELP team
- Apply knowledge of languages in resource development tasks
- Edit sound and text files using software to meet requirements
- Run administrative checks of documents (such as PowerPoint slides, word documents, excel, sound or image files) for accuracy, completeness and adherence to requirements
- Provide information and guidance about process, standards and policies on resource development
- Edit OASIS accessible summaries of research to meet formatting and style requirements
- Co-ordinate the development of resource creation systems for the team

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Provide support to the team and users of the resources
- Assist in the development of research-informed, high quality, ‘school-ready’ teaching resources for learners of French, German or Spanish in secondary schools
- Follow and adapt examples to create vocabulary and phonics activities and language tests, or entering data into spreadsheets to create tools such as lexical profilers
- Source or help to create images, video clips, sound files
- Check documents for accuracy, completeness and adherence to requirements
- Upload resources to the Centre’s database of resources (the NCELP Resource Portal) and OASIS, the database of accessible summaries of research
- Receive and respond to information and instructions from the line manager or on occasion the team
- Provide information and guidance on internal standards and policies on resource development, to ensure consistency across resource development workstreams
• Input and manage data in both database and spreadsheet form
• Assist in the preparation and production of documents using different electronic and paper-based formats, including sound, image, text, and spreadsheets file types
• Apply knowledge of languages in resource development tasks
• Co-ordinate the development of administrative (e.g., resource record keeping) systems for the team
• Maintain excellent levels of communication and collegiality with resource developers and other members of the team
• Provide first line service to NCELP teachers in relation to the resources (e.g., responding to routine enquiries about resources or editing teachers’ materials)
• Attend Centre meetings as required and undertake appropriate administrative tasks to support and develop the work of the Centre
# Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A first degree in French</td>
<td>Essential</td>
</tr>
<tr>
<td>‘A’ level or equivalent in a second language (French, German or Spanish) not taken at degree level (unless your degree is in two languages)</td>
<td>Essential</td>
</tr>
</tbody>
</table>

**Knowledge**

- Knowledge of (or desire and willingness to become familiar with) foreign languages curricula and examinations in the UK: Essential
- Well-developed ICT knowledge, especially Microsoft Office PowerPoint and Excel: Essential
- Experience in the creation of language teaching resources: Desirable

**Skills, abilities and competencies**

- IT literacy, including in the use of Microsoft Office PowerPoint, Word, and Excel, and the willingness to further develop further technical and digital literacy to edit sound or image files for example: Essential
- Ability to build effective relationships with colleagues and other stakeholders: Essential
- Ability to learn new knowledge relating to language learning and teaching, e.g., by reading and understanding research: Essential
- Able to manage own time effectively and deliver outputs to strict deadlines: Essential
- Ability to compile and present information accurately and clearly: Essential
- Ability to work under pressure and on own initiative: Essential
- Ability to present specialist material in a logical, coherent and engaging format for all stakeholders: Desirable
- Ability to monitor and evaluate uptake and engagement with the resources: Desirable

**Experience**

- Classroom teaching experience and/or involvement in languages education, e.g. work at a university or equivalent as part of an undergraduate degree course: Desirable
- Administrative or customer support: Desirable

**Personal attributes**
<table>
<thead>
<tr>
<th>Trait</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enthusiasm</td>
<td>Essential</td>
</tr>
<tr>
<td>Attention to detail and commitment to high quality</td>
<td>Essential</td>
</tr>
<tr>
<td>Displays creativity and initiative in approaching assigned work</td>
<td>Essential</td>
</tr>
<tr>
<td>Collaborative ethos</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to plan and prioritise own work in order to meet deadlines</td>
<td>Essential</td>
</tr>
<tr>
<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Flexibility</td>
<td>Essential</td>
</tr>
</tbody>
</table>