

**Directorate:** Children, Young People and Education

**Unit/Section:** Fair Access

**Grade:** KR9

**Responsible to:** Content Development Lead (Virtual Learning Platform)

### **Purpose of the Job:**

To act as the editor of academic interactive online learning content as part of a team dedicated to developing the Education Programme's bespoke Virtual Learning Platform (VLP).

You will confidently apply your experience of working with children and young people (CYP) with varying needs across range of key stages to oversee and coordinate the planning and creation of engaging online activities, lessons and schemes of work across a range of academic subjects to build CYP confidence and engagement with learning.

You will be a creative and reflective education practitioner who is able to lead by example and support a team of content creators to use online technology in an innovative way to reach and engage CYP who may have gaps in their knowledge, skills and understanding.

In close collaboration with the team of VLP Content Creators and the Education Programme Team, you will evaluate and fine-tune content that has been created, identifying areas for improvement and development for CYP in the Education Programme cohort.

You will also work alongside the VLP Content Development Lead and partner stakeholders to identify, scope, and develop content appropriate to CYP who may benefit from additional educational intervention and support.

All content created for the VLP remains the property of KCC.

### **Main duties and responsibilities:**

- Assist the VLP Content Development Lead to use both quantitative and qualitative data to identify short and medium term academic curriculum focuses as part of the content creation strategy.
- Use experience, knowledge and specialist skills to coordinate the planning, preparation and creation of engaging interactive online learning activities, modules and schemes of work for pupils in line with National Curriculum objectives. Produce high quality modified and differentiated wellbeing content that meets pupils varied needs and considers their views and interests.
- Facilitate regular content planning meetings with content creators. Quality assure and sign off academic content and provide constructive feedback, advice, and support to content creators. Evaluate existing academic content to ensure that it is up to date and meets pupils' needs and interests and coordinate its ongoing curation.
- Support the VLP Content Development Lead with the ongoing evaluation and monitoring of the effectiveness of the VLP on CYP engagement and educational outcomes. Contribute innovative ideas and initiatives as part of the project's development.

- Collaborate and form strong working relationships with partners and colleagues across KCC and external partners including schools and other educational settings.
- Deliver and facilitate in-service training to share good practice and keep up to date with new educational developments and initiatives. Undertake continuous professional development for this post, developing further the required specialist knowledge, skills, and expertise in SEND, teaching and effective support for learners with complex needs.
- Oversee the creation of marketing materials designed to promote the platform commercially to a wider audience.
- Adhere to Local Authority Policy and guidance on Data Protection, Information Governance and Safeguarding and Child Protection, and Online Safety Policy, when creating content, reporting any safeguarding concerns to the Designated Safeguarding Lead, ensure users are protected and that the rights and safety of the CYP accessing the Programme are at the forefront of content design and creation.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Content Creator and Editor – Academic*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Degree Level or equivalent.  Professional qualification in an education-related field.
<b>EXPERIENCE</b>	Experience of teaching in a classroom environment with children, in particular children who present with additional educational needs  Experience of teaching experience in a mainstream or special school, in more than one key stage.  Experience of team leadership/ management  Experience of online teaching/content creation.  Experience of collaborative working
<b>SKILLS AND ABILITIES</b>	Creative and self-motivated and able to manage time effectively, prioritise own workload and adhere to deadlines  Excellent problem-solving skills  Able to innovate, challenge current ways of working and identify new approaches  Excellent written literacy, including the ability to write reports  Excellent communication and presentation skills  Excellent IT skills (including use of MS Office software, content management systems and image editing software).  Able to analyse and interpret data to draw conclusions from findings, to identify patterns and trends with the ability to translate data into reports.
<b>KNOWLEDGE</b>	Knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g., additional educational needs, curriculum area), including planning, preparing appropriately differentiated programmes of learning activities and also detailed understanding of how pupils of relevant age group(s) and ability learn, relevant learning strategies and methods.  Knowledge and understanding of Pedagogy and emotional, behaviour strategies available to support access to education

	Knowledge and understanding policies and procedures relevant to S.E.N.D. child protection, safeguarding, data protection and health and safety
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>