

Teaching Resources Creator and Editor **(Fixed Term Contract)**

Our mission

We're on a mission to level the playing field when it comes to young people finding and applying for their next step after school. We're achieving this by bringing all the available information into one single, impartial, user-friendly platform that helps students to make the best choices, and submit the strongest applications. We also empower teachers and counselors to manage the progression process effectively.

Our outlook is global - we work with schools and universities all over the world, from the US to New Zealand, and from Italy to Hong Kong. We want to make it so that young people can compare every opportunity taught in English, wherever it is in the world, and have all the support they need to make successful applications.

We have a clear social purpose, and we're hugely ambitious. We already work with more than a third of UK secondary schools and hundreds of international schools. We are growing rapidly in terms of the number of our customers, in terms of how much they use our platform, and in terms of the breadth of products we offer.

Our team is at the heart of our business and is integral to our success. We work hard to foster a culture of openness, happiness and innovation, and we commit to helping every individual learn and grow so that they can reach their full potential. We want to hire talented people, whatever their background. If you are excited by our mission and are ready to work hard, please don't hesitate to apply. We look forward to hearing from you! We believe in the power of diversity.

If you are from an ethnic minority background we would like to strongly encourage you to apply. In advance of applying if you have any questions about working at Unifrog, please contact our UK Diversity Champion, Samar, at samar@unifrog.org.

The role

You will create and edit teaching resources to do with Careers Guidance and PSHE (Personal, Social, Health and Economics). In doing so you'll help develop one of the most important tools on the Unifrog platform, the Resources library (RL), a searchable database of hundreds of high quality plug-and-play teaching resources.

You'll edit a selection of the existing 250+ resources in the RL. We want our resources to be:

- Fun and truly educational, particularly regarding helping students eventually make successful applications, and in terms of helping them to grow into happy, well-rounded young people;
- As plug-and-play as possible;
- Valuable in encouraging students to use our platform;
- Successful in very different types of schools, all over the world;
- Usable even when access to ICT is limited;
- Effective whether learning is happening in the classroom or remotely.

Every week you will have your work in front of tens of thousands of teachers. The RL is made up of teaching resources to do with both Careers guidance / Progression, and PSHE (Personal, Social, Health and Economics); the range of possible topics is huge, from how to apply for student finance in Canada, to coping with depression.

Working together

You will be line-managed directly by Unifrog's existing Teaching Resources Creator and Editor. Your work will contribute to the goals of the wider Content team (who work mainly on content that is not teaching resources), as well as people on our marketing, sales, account management and strategy teams.

Essential skills and characteristics

- **Creating teaching resources**

Above all else, you need to be able to create brilliant teaching resources, and to love doing it. We expect that you will have had significant professional experience creating teaching resources, and delivering lessons.

- **Attention to detail**

We're really eager that all our teaching resources adhere to our RL Handbook, so you need to have a very keen attention to detail.

- **Ability to work methodically and independently**

Creating even one RL session is a big job; our RL guide is made up of more than 250 sessions, and it's growing all the time. Ensuring every session is brilliant is a long-term project that requires organisation, discipline and resilience.

Key benefits

- Play a key role in democratising access to information and learning that can positively impact young people's lives, and get your work in front of tens of thousands of teachers every week.
- Join one of the most talked about edtech startups and help transform careers and destinations in schools.
- Have the option to join Unifrog on a longer term contract if all parties are happy at the end of September review point.

Key details

- £31,000 per annum, pro rata
- Fixed term contract to end of September 2021, with option to renew
- Part-time (min. two days per week)
- Contract notice period of one week
- Work remotely
- Start date: as soon as possible, though we will be flexible for the right candidate
- To discuss any details about the role before applying please contact Stephen on 07801 973827 or stephen@unifrog.org
- To discuss working at Unifrog from a diversity perspective please contact Samar at samar@unifrog.org.

Inclusion and diversity at Unifrog

Within the company we try to foster a culture of innovation, and a happy working environment, both because this is the right thing to do, and because we think this results in the most effective team. To this end we believe in open communication, celebrating successes, supporting each other, not being afraid to be wrong or to fail, and promoting good ideas wherever they come from. We also believe in the power of diversity in all its forms, including in terms of culture, education history, religion, age, socio-economic background, race, gender, sexual orientation, personality, life experiences and disability. We want to encourage applicants from every different background to apply for our roles, and add their perspectives to our team.

Application process

- Deadline: Monday 10th May
- To apply please visit our website to:
 - Upload your CV
 - Answer the question, 'Why do you want to work for Unifrog?' (250 words)
 - Upload one complete, standalone lesson powerpoint on a CEIAG topic of your choice, which fulfils these criteria:
 - 30 minute lesson;
 - Includes notes for teachers leading the lesson;
 - Needs to work well for at least 2 year groups (you can choose which ones);
 - Appropriate for Unifrog's Resource Library. See above for what we look for in resources.
- Next application round you will have a week to edit one existing RL lesson plan, to bring it fully into line with our RL Handbook. In advance we will share the Handbook with you.
- Final interviews will be held by Zoom, w/c 24th May.