

Teaching Resources Creator and Editor

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). You'll manage and 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.

Working together

You'll work closely with our existing 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. You will also develop strong collaborative working relationships with teachers at Unifrog partner schools. You will be line-managed directly by one of Unifrog's Directors.

Your responsibilities

1. Own the RL Handbook

You will manage and develop our existing RL Handbook, which we've created to lay out the standards and policies for the teaching resources we host in the RL. We want to increase the number of people who contribute resources to the RL, so it's important that we have a handbook which ensures everything is consistent and excellent.

2. Edit existing resources in the RL

You'll edit and lead other people in editing 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.

3. Create new teaching resources

Once the audit of our 250+ RL resources is complete, you'll create and lead other people in creating new teaching resources. 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.

4. Help develop the Unifrog community of teachers

We are beginning to build a really supportive, engaged community of teachers at our partner schools, and you'll work – along with the rest of the Unifrog team – to develop and strengthen this community. You'll do things like foster relationships with particularly engaged teachers, and run focus groups with them and their students to find out how we can improve our teaching resources.

One of the things we're excited about is the RL's potential to be a place where teachers can share their best teaching resources with others; you will lead on making this happen.

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.

- **Community development**

The teachers at our partner schools are central to how we develop our platform – most of our best ideas come from them. We want your enthusiasm for creating teaching resources to be infectious, and for you to encourage teachers to share their best resources with the rest of the Unifrog teacher community.

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.
- Become part of a committed, dynamic and growing team. We want to build our team for the long term – if you do well, we will do our best to make you want to stay at the company for a long time.
- Professional development is important at Unifrog. You will define your own 6-month objectives, and will be supported by your line manager and the rest of the team to achieve them.
- You will have an annual training allowance to spend on what you need to grow and progress.
- Influence the company's direction: we love to promote great ideas, wherever they come from.

- Join one of the most talked about edtech startups and help transform careers and destinations in schools.
- For details of further benefits we offer our staff, please see the [jobs page](#) of our website.

Key details

- £31,000 pa rising to £32,500 pa six months from the start date, dependent on performance. Salary reviews annually from then onwards.
- Share in company-wide performance bonus.
- Full-time.
- Work remotely or (subject to Government guidelines) in our London office.
- 28 days paid holiday per year (plus bank holidays).
- 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 23rd November**
- To apply please visit our website to:
 - Answer the question, 'Why do you want to work for Unifrog?' (250 words)

- Upload one complete, standalone lesson plan on a CEIAG topic of your choice, which fulfils these criteria:
 - 30 minute 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.
 - Upload your CV
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- 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 30th November.