

CURRICULUM COORDINATOR

Overview

Join Elite Journey UK to lead and create curricula to develop skills of young people around the world. You will be creating programmes to target attributes like critical thinking, sustainable problem solving, and effective communication to empower role models of the future.

Application deadline: 23:59 GMT Sunday 20th February 2022

Elite Journey

Founded in 2015, Elite Journey create meaningful educational links between young people around the world and empowers students to become role models and world leaders of the future. Our programmes take a holistic approach to education, placing a particular focus on improving our students' 21st century skills, such as confidence, collaboration, and self-directed learning. This is done through programmes such as debate, public speaking, and drama. Starting with a singular summer camp in 2015 in China, we have now supported over 32,000 students on their remarkable life journey across 18 locations spanning Europe and Asia, along with valuable virtual experiences.

We are delighted to be adding a 'Curriculum Coordinator' to our Academic Team to help us to create, develop, and deliver our academic materials. The Academic Team designs and creates our award-winning content, the foundation of what we do. With a focus on quality and worthwhile learning, 92% of our students rated our programmes from Good to Excellent.

Joining our growing and agile Anglo-Chinese team gives you the chance to add more to your professional experience due to the plethora of opportunities we offer, these include:

- International travel during project periods, including required flights and visas*
- Opportunity to direct our residential camps, located in China and Bali*
- Regular performance reviews
- Mandarin language lessons

**Subject to international government regulation in force at the time*

Job Profile

Your main responsibility will be to develop the Elite Journey curricula in debate, public speaking, and drama that aim to develop students' holistic skills. Duties include

- Designing and creating programmes
- Developing and refining existing syllabi
- Supporting events at our associated Chinese Youth Cultural Exchange Centre, such as international debate competitions, by consulting on structure, theme, and topics
- Teaching online courses
- Training mentors to effectively deliver academic content
- Facilitating marketing and promotional activities, such as conducting taster lessons
- Maintaining and updating a database of academic resources

- Providing and receiving feedback to contribute to better academic practise

Location and Hours

- Virtual UK contract
- Applicants must have right to work in the UK
- Permanent, full-time, 40 hours/week flexible working
- Occasional weekend work and overtime required during peak times
- 30 annual leave days per year (including UK bank holidays)
- Recommended start date **Monday 14th March 2022**

Total Rewards

- Salary of £22,000 - £25,000
- Annual performance review and 8% discretionary bonus
- Investment in your training and professional development
- Pleo card for business related expenses

Basic Qualifications

- Bachelor's Degree (2:1 or above)
- Experience in the education sector, particularly mentoring students aged 8-16
- Enhanced DBS Certified (*you can apply via Elite Journey if you do not have one already*)
- Applicants must have right to work in the UK
- Skills
 - Proficiency with Microsoft Office, especially PowerPoint
 - Creativity, initiative, and exploratory approach
 - High attention to detail
 - Willingness to learn, be flexible, and self-evaluate
 - Strong personal motivation

Desirable Qualifications

- Teaching qualification (e.g. PGCE, QTS)
- Education qualification (e.g. TEFL, CELTA, Trinity TESOL)
- Experience in debate, public speaking, and drama
- Digital skills (e.g. graphics, design, etc.)
- Knowledge of international assessments (e.g. Language Cert, Cambridge Assessments)
- Experience with supporting the university application process
- Knowledge of the cultural and educational differences between China and the UK
- Prior experience mentoring with Elite Journey/CSSC

Elite Journey is an Equal Opportunity employer. We welcome applications from all sections of the community. People from ethnic minorities and disabled people are currently under-represented and their applications are particularly welcome.

As an organisation working with young people, we are committed to safeguarding and child protection. Applicants must have the ability to work in a way that promotes the safety and wellbeing of children and young people.