

# VOCABULOUS®

LEARN THE ROOT. CONQUER THE WORD.

## Education Programmes Lead

Vocabulous is looking to recruit a part-time member of staff to lead its regional training programmes, recruit more schools, and help develop the curriculum at both KS2 and KS3.

We are looking for an innovative and enthusiastic individual who is passionate about improving students' outcomes in literacy, and excited about revealing the patterns in English vocabulary to the next generation of students.

**Position:** Education Programmes Lead

**Location:** Remote (infrequent travel to support schools in the North of England)

**Hours:** Part time (2 days a week, can be flexible across the week)

**Salary:** £35,000 (FTE) per annum

**Contract:** Fixed Term Contract until Summer 2026, with possibility of extension dependent on funding

**Benefits:** 5% pension contribution, 27 days holiday pro-rated (rising by 1 day per year of employment) plus bank holidays

**Closing Date:** 07/01/2025 at midday

Interview Date: Mid-January

**Start Date:** As soon as possible after appointment, can be negotiated

## The Role

Vocabulous is an innovative online resource to aid targeted and explicit vocabulary teaching in Key Stage 2 and 3 English lessons. We are looking for a part-time member of staff to lead our education programmes. This will involve talking to new schools about using the site, working with schools to support them to implement Vocabulous in lessons and running regional training programmes to build networks of schools that are confidently and consistently teaching Latin and Greek roots.

The other aspect of the role is to contribute to the development of the new KS2 and KS3 curricula. This will involve designing aspects of the new programmes, writing questions and resources, and planning changes in response to school feedback. Over the next couple of years, the programme is going to be split into a KS2 site and a KS3 site, with the KS2 site being launched in September 2025.



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We are a small organisation with a social purpose, so we are looking for someone who is excited about the job description, but who is also interested in learning more about all aspects of running an education start-up and keen to support Vocabulous' strategy and growth beyond their job role.

## Key responsibilities include:

### Training and School Partnerships

- Effectively represent and promote Vocabulous to school leaders, teachers and other stakeholders.
- Ensure a smooth initial launch of Vocabulous in every school.
- Organise and conduct online training for schools.
- Oversee the running of in-person regional training programmes, such as the existing North East Programme.
- Recruit schools to participate in new programmes in target regions of the North West and Yorkshire.
- Make visits to schools to provide on-going professional learning and support to teachers throughout the year.
- Monitor schools' site usage and provide support to teachers to effectively embed the curriculum in their lessons.
- Proactively recruit new schools to use Vocabulous and secure commitments from returning schools.

### Programme Development

- Content development for the new KS2 and KS3 curricula, including question writing.
- Create new resources such as worksheets, certificates and comprehensions.
- Oversee the curriculum plan, ensuring that key knowledge is revisited and skills are developed.
- Make changes to the curriculum and resources based on feedback from schools.

### About You

- You will be a highly motivated individual with excellent interpersonal and organisational skills.
- You will have a proven track record of leading projects in education or a related field and experience of building effective relationships.



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- You will have experience of providing engaging and impactful training sessions, and bring a creative approach to planning resources.
- You will be passionate about education and keen to support the strategy and growth of Vocabulous beyond your own job.
- You will be a strong written and verbal communicator.
- You will have a proven ability to work independently.
- You will be a self-starter and quick learner.
- You will be able to adapt and embrace a changing environment.
- You will have experience of teaching English at primary or secondary level (desirable).

You may also have experience in areas such as: Education Lead, Education Project Manager, Project Manager, Project Lead, School Partnerships Lead, School Partnerships Officer, Education Project, Education Programme, Training, Trainer, Teacher, Primary Teacher, Secondary Teacher or School Teacher.

## How to apply

Please submit your CV (maximum 2 sides of A4) and a covering letter (maximum 1 side of A4) by midday on 07/01/2025 to [info@vocabulous.co.uk](mailto:info@vocabulous.co.uk) which should detail:

- Your experience related to the job description.
- Why you're excited to work for Vocabulous.

We are keen to receive applications from people who have experienced disadvantage and from those who are of Black, Asian and Minority Ethnic communities who are currently underrepresented in our organisation.

All post holders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure.

