



Job Description

Schools Resource Developer

Salary: Grade 4 (£25,000-27,999)

Reporting to: Head of Schools Programme

Background

The Schools Programme team delivers a range of projects which encourage children and young people to develop a love of reading and writing. The programme includes author touring and events, Authors Live (a series of world class author events, live-screened to schools) as well as the creation of high quality resources and CLPL for teachers and other learning professionals.

Job Summary

The Schools Resource Developer plays a key role by creating inspiring and effective resources to support our schools programme delivery, by designing and presenting CLPL for teachers and other learning professionals which promotes reading and writing for pleasure in school and other community settings. The role also works with other Scottish Book Trust (SBT) teams to support resource development for programmes such as Bookbug, Read Write Count and First Minister's Reading Challenge.

Key Responsibilities

- To source, develop, upload, and promote content of Scottish Book Trust's school resources, with a particular focus on engaging teachers
- Commission and collaborate with professionals to produce resources to support our programme work
- To be informed of education sector policy and initiatives, especially curriculum development and literacy, and feed this knowledge in to Schools Programme development
- To work collaboratively with other SBT teams to create resources for a range of programmes
- To support the Head of Schools on the development of new projects within the Schools programme
- To support the Head of Schools in the development of materials and resources for the Schools programme including sourcing, scheduling, editing and publishing blog posts, a monthly newsletter and various web pages showcasing commissioned resources or upcoming events
- To promote SBT educational resources, programmes and events on social media, at regional Creative Learning events, and through personal networking
- To support the Head of Schools by developing and maintaining the links between SBT's Schools programme and other education and literacy organisations
- To co-ordinate the planning and delivery of the SBTs CLPL requirements and content creation
- To support SBT events, with fairly regular driving/travel and working out of office hours
- To support SBT Schools programme events as required

Knowledge and Skills

- A degree in a relevant subject or equivalent professional experience in a relevant sector
- A deep understanding of, interest in, and enthusiasm for, the role of reading, writing and creativity in children's development
- Knowledge of educational policy and Scottish curriculum around literacy
- Excellent communication skills, both written and oral
- A skilled and experienced presenter, confident at engaging and enthusing groups of learning professionals
- Friendly and approachable with proven influencing and networking skills
- Highly organised and skilled in project management and meeting deadlines
- Ability to manage own priorities, as well as deliver shared team goals
- Some experience of digital learning
- Confident in all areas of IT, with knowledge of and experience in using social media and web to promote our work
- Ability to use video and camera equipment and software is desirable
- Familiarity with the school environment and working with teachers and learning professionals
- Experience of creating teaching and learning resources

Other Information

Appointment is conditional upon securing basic clearance from Disclosure Scotland. The post is based at Scottish Book Trust's Offices in Edinburgh, however the post-holder must be prepared to travel throughout Scotland on a regular basis for work-related duties and requires a full, clean driving licence.