

Job Description



Job title	Curriculum Resource Developer	Job Type	Contract
Dates	Start date negotiable	Duration	12 months
Salary	\$82 000 Per annum (incl superannuation)	Location	Remote/work from home
Reports to	Jocelyn Seamer Education Management	Hours of Work	FT, varied hours
Contact	Jocelyn Seamer jocelyn@jocelynseamereducation.com		0433 501 430

Applications close: August 31st, 2023

Applications must be limited to a one-page summary addressing the selection criteria and detailed resume

Information for applicants

Jocelyn Seamer Education is an outcomes driven business providing resources and professional learning to teachers and schools in structured literacy. We seek to provide simple, practical support and solutions with the end goal of enabling every student to learn to read and write through evidence informed instruction. As we serve teachers and schools across the country and globe with varying needs, *some* evening and weekend work will be included in this role. As such, a degree of flexibility in established working hours is provided. Hours of work will be negotiated with the successful applicant. Some travel, both intrastate and interstate will be required from time to time. Jocelyn Seamer Education values diversity. We encourage people from all diversity groups to apply.

Primary Objective

The objective of the Curriculum and Resource developer role is to support the day to day and long-term strategic undertakings of Jocelyn Seamer Education. As an integral part of a small team, this role is a varied one including (but not limited to) the development of key teaching resources and providing administrative support in various forms.

Key Duties and Responsibilities

1. Create quality teaching resources in line with the Jocelyn Seamer Education product range.
2. Maintain the Resource Room online platform.
3. Provide support services to clients of Jocelyn Seamer Education including providing information, answering emails, conducting inquiry calls, onboarding new clients, follow up calls to existing clients and online support through various platforms, including the membership forum and social media.
4. Participate in collaborative planning with the Jocelyn Seamer Education team.
5. Liaise with the Jocelyn Seamer Education team to develop new resources and professional learning programs.
6. Follow the defined standards, code of conduct, safety and customer service guidelines of Jocelyn Seamer Education.

Key Performance Expectations

1. Deliver exceptional customer service to all clients and potential clients.
2. Complete all work according to the defined standards of Jocelyn Seamer Education.
3. Complete projects and assigned work in a timely and professional manner.
4. Be contactable during the agreed working hours as negotiated.
5. Respond to communication in a timely manner.
6. Promote and enhance the professional reputation of Jocelyn Seamer Education and maintaining confidentiality in all communication and activities, including in personal communication and online activities.

Selection Criteria (Essential)

1. Primary teaching degree and experience working in a primary school setting (5 years +).
2. Knowledge of structured literacy and the science of reading and learning.
3. The ability to model key instructional practices in classrooms.
4. Exceptional customer service skills.
5. High standard of written and oral communication skills, the ability to communicate effectively and develop professional relationships with clients from a range of professional backgrounds.
6. Proven ability to create instructional resources for classroom and school use.
7. Proven ability to utilise online systems for word processing, communication, scheduling, and document creation.
8. The ability to interact effectively with people from diverse cultures.
9. The availability to work across a range of times and days including evenings and weekends as required.
10. The capacity to travel intra and interstate as required.

Desirable (but not required)

1. Experience in using Jocelyn Seamer Education products and resources.

Further information

Appointment will be subject to pre-employment checks such as general reference check, working with children clearance notice and criminal history checks. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

- This is a full-time, fixed term role.