

Mindfulness in Schools Project

Job description

Job Title	Head of Curricula
Salary	£45,000 FTE
Hours	21 hours per week (3 days)
Reports to	CEO
Location	Working from home with occasional requirement to attend meetings in Tonbridge, London and to represent MiSP at locations elsewhere as required.

Main purpose and scope of role

Mindfulness in Schools Project (MiSP) has been working in schools and other youth-related contexts for over 10 years and is widely recognised as the originator and leader in the field of mindfulness in education. Our vision is that every child and young person should have the opportunity to learn mindfulness skills to help them manage difficulty and be able to flourish.

The Head of Curricula will lead activities to ensure that MiSP's curricula and materials are high-quality, accessible, relevant and appropriate for use in a variety of settings. They will oversee a programme of ongoing content development, identifying and addressing gaps in provision and collaborating closely with other MiSP experts to ensure that our curricula is in line with sector developments.

They will also work with the wider MiSP team to ensure that information and training of the highest standards is provided to ensure that adults in schools are well-equipped and supported to deliver MiSP materials as intended in educational settings. They will ensure that appropriate communications activities are in place to promote MiSP curricula and materials to suitable audiences, and will act as an expert advocate for MiSP's work.

The postholder will work collaboratively with colleagues, in particular the Head of Teacher Development and the Head of Training, to ensure that MiSP continues to provide services of the highest quality and that our excellent standards of customer service and care are maintained.

The Head of Curricula will report directly to the CEO.

Duties and Key Responsibilities:

Development of curricula

- Ensuring that MiSP continues to adapt and meet the needs of its key beneficiaries in line with identified needs
- Building on MiSP's existing content, identifying ways in which MiSP can provide new content using suitable media to enable accessible and relevant teaching of mindfulness to school communities:

- Additional materials or lessons for existing curricula
- New curricula for particular groups / segments
- Ad hoc content to enable MiSP to reach more beneficiaries
- Working with the Curricula Leads to ensure the continual improvement of existing MiSP curricula and materials in line with feedback from audiences and sector developments:
 - Identifying and prioritising areas for improvement
 - Ensuring consistency throughout MiSP content across concepts, terminology and use of brands and maintaining the highest standards of copywriting
- Project managing the development of curricula, including meeting timelines and budgets:
 - Identifying the appropriate media to use to reach audiences – may include PowerPoint presentations, videos, audio, posters, leaflets, emails, teacher-only materials etc.
 - Writing new content and developing existing content, maintaining MiSP's standards of excellence
 - Commissioning others to write content where budgets allow and supervising their work to ensure objectives are met
 - Ensuring new content is appropriately piloted and modified as required before general dissemination
 - Working with MiSP's in-house designer, or commissioning external designers where budgets allow, to ensure that content produced is high quality, attractive and accessible to the target audiences
- Supporting the delivery and continual development of the School Mindfulness Pathway and other implementation initiatives
- Approving requests to translate MiSP curricula and materials:
 - Ensuring suitability of volunteers
 - Ensuring Translation Agreements are in place
 - Overseeing checking of translated materials
 - Ensuring translated versions are available on the Hub and promoted to our community
- Ensuring all new content development aligns with the strategic aims of the organisation.

Supporting and inspiring implementation

- Working with the Membership Support Manager, Marketing Manager and wider team to ensure accurate information is provided to members of our community and to the general public in a timely fashion encouraging take-up:
 - Creating written descriptions to use on the MiSP website and on other promotional material
 - Speaking at relevant events and conferences
 - Providing workshops / webinars / surgeries to MiSP audiences as required
 - Working with the Membership Support team to support the MiSP community in adopting new materials
- Writing regular articles and blogs to inspire our community and support our key messages
- Identifying and creating case studies showcasing good practice, variations of implementation and inspirational journeys

- Where we have concerns that our curricula are not being taught as intended or in line with our terms, liaising directly with teachers to understand their activities:
 - Engaging in open and curious dialogue
 - Reporting ongoing concerns to the Designated Safeguarding Lead and the CEO
 - Providing ongoing support to those teachers as appropriate

External relations

- Staying up to date with developments in the mindfulness and education sectors more broadly to ensure that MiSP retains its reputation as expert on implementing mindfulness in schools
- Developing relationships with individuals and organisations to ensure that the MiSP community can access relevant expertise:
 - Identifying and recruiting external experts to provide content of interest to the MiSP community
 - Pursuing appropriate partnership opportunities to grow our reach and impact

Training Development

- Working with the CEO, the Head of Training and other colleagues to ensure opportunities to develop and deliver new training courses and events are identified and implemented in line with business requirements, developing in-house activities as well as potentially working with external partners.
 - Creating content for new training and events so that training development keeps pace with content development
 - Reviewing the mindfulness / education training market and appraising external content
 - Ensuring trainers are up to date with content development activities and able to provide consistent and accurate information directly to course participants

Curricula Lead

- Providing first point of call advice on implementation of **.b**, **.breathe** and School Mindfulness Lead curricula.
- Working closely with the **dots**, **Paws b** and **.begin** Curricula Lead
- Working with the Membership Support Manager and wider team to ensure accurate information is provided to members of our community and to the general public in a timely fashion

Lead Trainer

- Maintaining own trainer expertise by regularly delivering at least 9 full days of **.b**, **.breathe** or **School Mindfulness Lead** training per year.
- Delivering MiSP's ongoing activities supporting mindfulness practice and teacher development as required: sitting sessions, information webinars, workshops, surgeries, retreats, ad hoc events, others as required
- Where business needs require it, delivering training as a priority over other activities.

General activities

- Participating in team meetings and events as appropriate
- Communicating regularly with the team to ensure they are aware of activities underway to support our community
- Representing MiSP at events as required
- Supporting the development and implementation of the organisation's strategy
- Abiding by the organisations policies and practices
- Undertaking continuous professional development as appropriate
- Undertaking any other duties as reasonably requested

Person Specification

Essential

- Fully conversant around topical issues relating to mindfulness in schools, and up to date with developments in the education and mindfulness sectors generally
- Extensive experience of delivering mindfulness in schools and other educational settings
- Experience of working as a teacher in schools
- Expert knowledge of mindfulness training and development pathways for mindfulness teachers
- Demonstrable experience of creating high-quality mindfulness content for a range of audiences, particularly for children and young people
- Enthusiasm for communicating with and supporting school communities
- Excellent written communications skills with fastidious attention to detail
- Well organised and able to prioritise work, managing a varied workload in a timely fashion and working proactively with a 'can-do' attitude
- Personable: a good team player who is flexible, approachable and kind
- Demonstrable experience of managing projects to time and to budget
- Excellent IT skills, ability to work with Word, Excel and databases
- Personal mindfulness practice

Desirable

- Experience creating content across a wide range of media, including audio and video
- Knowledge of WordPress

How to apply

Suitable candidates should please send a one page CV and a one page covering letter to sarah.ingram@mindfulnessinschools.org. The deadline for applications is 23:59 on **Tuesday 25th May 2021**. Candidates will be short-listed and invited to interview in the week commencing 7th June 2021.

Please complete this anonymous form: [2021 MiSP Team Diversity Audit | Mindfulness in Schools Project](#)

Thank you for your interest in our charity.