

PEACE PLEDGE UNION

Job Description

Role: PPU Education Service Manager (full-time, 2 year contract with possibility of extension)

Pay: £32,340 per annum

JOB PURPOSE

To develop, maintain and promote the Peace Pledge Union's educational/training services and provide and facilitate accompanying activities, materials and resources for a diverse range of potential users.

MAIN DUTIES

1. To promote an understanding of the PPU's pacifist perspectives in all aspects of work with the wider community.
2. To maintain the highest possible standards of professional integrity, treating all with respect and having care for equal opportunities and health and safety practices for the benefit of staff, PPU members, including Council members, volunteers and the wider community, it wishes to serve.
3. To develop, maintain and promote the PPU's **teacher and related networks** as well as facilitating and undertaking relevant activity, as appropriate.
4. To ensure that the **Education Sections of the PPU's website** are available, for teachers, teaching assistants, other support staff, pupils and students, to easily locate and use accessible teaching and learning materials that incorporate up to date educational technology and progressive pedagogical approaches related to peace education.
5. To develop and facilitate a **service provision** for teachers, assistant teachers, other support staff, pupils and students that promotes peace education, in particular, preparing materials, lesson plans and teaching & learning resources that will enable learners and others to appropriately mark the legacy of the Post World War One "Peace Treaties".
6. To establish **links with University Teacher Education Departments** in order to promote peace education to trainee teachers.
2. To monitor, evaluate and improve the quality and effectiveness of peace education programmes, sessions and own practice.

JOB ACTIVITIES

Teacher and Related Networks

1. To ensure that the PPU's teacher and related networks' databases are up to date and properly maintained.
2. To promote and recruit to the PPU's teacher and related networks via appropriate media outlets, including social media, as well as attending relevant educational, teacher trade unions and related conferences/events, as appropriate.
3. To work with others, including colleagues external to the PPU, and in particular as the PPU's representative on the Peace Education Network, as appropriate, including organising and delivering conferences relevant to Peace Education and/or related topics.

Education Sections of the PPU's website

4. To review the existing content of the PPU website to ensure that it contains accessible teaching and learning materials that incorporate up to date educational technology and progressive pedagogical approaches related to peace education and amend, as appropriate.
5. To develop new materials including resources, lesson plans and case studies for inclusion within the PPU's education section of the website.

Service Provision

6. To develop templates and pro forma that teachers and other educational support staff can use to prepare peace walks, exhibitions, case studies relevant to the local environs of individual schools/educational institutions.
7. To act as a critical friend in supporting teachers and other educational support staff in preparing locally specific materials and teaching and learning opportunities.
8. To facilitate teaching and learning sessions delivering high quality presentations, lectures and talks, as appropriate.
9. To develop and prepare materials, lesson plans and teaching & learning resources that will enable learners to consider the legacy of the Post World War One settlements in creating subsequent wars and the acceptance of militarist solutions to resolve international and national conflicts.
10. To develop a short programme of teaching and learning activities and produce complementary resources and materials relating to conflict resolution and mediation for a range of audiences including peace activists, teachers, support staff, learners in years 11/12/13 and young people in organisations such as the Woodcraft Folk.
11. To work with other staff to develop materials and innovative methods to publicise and disseminate information about the PPU's education services.
12. To organise, as appropriate, "Peace Competitions", for implementation in State Schools in the UK.

University Links

13. To communicate with a range of UK universities in order to establish appropriate contacts with teaching/managerial staff in Education Departments.
14. To prepare and present materials and resources that will inform and motivate teacher trainees to incorporate elements of peace education in their teaching.

Other

15. To work with others in identifying potential sources of funding and participate in related projects, as appropriate.
16. To attend meetings as appropriate, including all relevant meetings held to monitor work progress and to contribute to the implementation and review of action plans.
17. To report orally and/or in writing, about work progress, to PPU Council, as appropriate.
18. To undertake training and development as required.
19. To work with others in exploring funding opportunities for the PPU's educational work.

Person Specification

	Essential/Desirable Criteria		
	AF	I	A
Education and Training:			
• Relevant degree/professional/vocational qualification or equivalent	E		
• Teaching or related qualification	D		
• Fluency in English and possession of effective numeracy skills	E		
Experience:			
• Experience of working with young people	E	E	
• Recent experience of teaching	D		
• Experience of involvement in Peace Education or related areas of activism	E	E	
• Understanding or experience of promoting widening participation, inclusive learning and equal opportunities	E	E	E
• Experience of administration and organisation to ensure the achievement of deadlines	E	E	E
Special Abilities and Aptitudes:			
• Computer literacy and IT skills	E		
• Possession of excellent communication skills (oral and written)	E	E	E
• Ability to deliver high quality presentations	E		E
• Commitment to pacifism, its promotion and willingness to sign the peace pledge	E	E	
• Ability to use an appropriate range of learning resources to promote high quality teaching and learning	D		D
• Ability to update learning resources, on the PPU website, in line with current educational practices, learning technology and progressive pedagogy	E	E	
• Ability to work collaboratively and supportively as part of a team		E	
• Ability to work both under direction and on personal initiative		E	
• Aptitude for proactive identification and solution of problems and barriers to effective working		E	
• Ability to work methodically, under pressure whilst meeting targets and deadlines		E	E

<ul style="list-style-type: none"> Ability to maintain appropriately respectful working practices with colleagues, PPU members, including Council members, volunteers, in partnership working and with the wider community 	E	E	
Other requirements:			
<ul style="list-style-type: none"> Commitment to a nonhierarchical management structure and a willingness to fully participate the development of related practices 	E	E	
<ul style="list-style-type: none"> Commitment to working with diversity and a range of ability levels 	E	E	
<ul style="list-style-type: none"> Commitment to the highest possible levels of health and safety for staff and others 	E		
<ul style="list-style-type: none"> Flexible approach to times of working, with time off in lieu if working outside "normal" working hours, as well as a willingness to travel 	E		
<ul style="list-style-type: none"> Ability and willingness to undertake professional development 	E	E	
<ul style="list-style-type: none"> To have strong sense of purpose and the drive to achieve agreed goals 		E	
<ul style="list-style-type: none"> To have an awareness of current national/international political developments particularly how they impact upon educational policy in the UK 	D	D	

Key: A = Application Form

I =Interview

A = Assessment