TEACHFORNIGERIATitle: Curriculum Specialist
Start Date: Immediately
Duration: Full time
Reporting to: Head of Training and Leadership Development
Location: Lagos, Nigeria

Position Summary

The Curriculum Specialist will develop, assess, and improve curricula and instruction within the Training and Leadership Development. You will also be tasked with developing the ethics of achievement within the established Curriculum, in line with the objectives and principles of Fellows' professional and pedagogical development. The ideal candidate for this role must ensure that targets for learning improvement in the Training and Leadership Development Unit are set and met through positive approaches to Curriculum development, planning and preparation of schemes, monitoring of learning and teaching and supporting the development of Fellows.

The Curriculum Specialist will report to the Head of Training and Leadership Development and oversee the review, research, and development of the training curriculum and materials for Teach For Nigeria Pre-Service Training Institute and ongoing support of Fellows and the Training Team. He/she will also work to provide technical leadership in support of Teach For Nigeria's learning management system. Good knowledge of educational issues, especially in a low-income context, and expected to keep up to date with current trends in the global shift in education will be ideal for this role. He/she must lead and work in conjunction with the other staff members and the Head of Training and Leadership Development on improving pedagogy and practice where it is relevant to the TFN theory of change and leadership.

Responsibilities Curriculum Content/Resources

- Plans and manages the Training Institute curriculum design projects, including learner resources and assessment instruments, and advises on trainer/facilitator guides for training delivery at and after the Pre-Service Training Institute.
- Collaborate with the Training and leadership development unit to reflect on progress towards Curriculum goals and continuous professional development for Fellows and, in turn, coaches.
- Applies knowledge of emerging and best practice learning and design principles and innovative technologies when developing training programs and implementing engaging and innovative learning tools.
- Develop learning objectives and goals for each new curriculum and review learning objectives for the existing curriculum.

Learning Management System

- Administers or implements training-related applications, including the Learning Management System (LMS)
- Ensures quality of training data reported to Fellows and Coaches
● Supports the training and leadership department by processing information in LMS, including creating classes, completing Fellows/Coaches' information, entering test scores, registering associates, researching databases for information, pulling and reviewing work instructions, and researching and resolving system-related problems

● Provides guidance and recommendations for decisions and/or problem resolution related to LMS. Coordinates with network/server administrator to facilitate database file maintenance and problem resolution.

Program Design

● Assist with planning, developing, implementing, and revising the curriculum in keeping with best practices.

● Work closely with the Head of Training and Programs Lead to develop a training curriculum for Fellows based on Teach For Nigeria’s prioritized outcomes for students and Fellows.

● Ensures the implementation of comprehensive curriculum delivery using a variety of pedagogical strategies.

● Identify resources required to develop and deliver training projects.

Impact assessment and evaluation

● Contribute to the upkeep and quality assurance of data within the curriculum management system.

● Works closely with subject matter experts to develop validation and moderation tools for delivery and assessment.

● Conduct research and consult with key collaborators for curriculum development purposes.

Training and Leadership Development

● Assist Coaches and Fellows in accessing professional development support in outcomes alignment and assurance of learning.

● Undertake additional curriculum support activities and project work.

● Experience in designing and facilitating training sessions.

● Provide in-class support to Coaches delivering new curriculum.

Education and Experience

● Bachelor’s degree in Education from a reputable university is required.

● Master’s degree with a concentration in Curriculum development and design will be preferred.

● Minimum of three years in designing content and curriculum for an established institution, with a proven record of achieving high academic outcomes with primary and secondary pupils on high-stakes assessments.

● Experience in designing and facilitating world-class sessions.

● Strong research and analysis skills using various methods, including databases, survey/evaluation tools, and library materials.

● Experience in managing online Learning Management Systems.

● Demonstrated ability to develop curriculum and public education materials.
Preferred Skills, Knowledge and Abilities

- Ability to brief notes, proposals, and issue reports for review by the Head of Training and Leadership Development.
- Ability to create a curriculum that makes use of indigenous knowledge and reflects local pedagogies.
- Excellent written and verbal communication skills.
- Knowledge of theories and practices of online learning and the implementation of synchronous learning environments with multimedia engagement tools.
- Familiarity with various delivery models, including online, blended, onsite and community educational.
- Ability to plan, prepare, deliver training and obtain feedback through presentations to potentially unreceptive or critical audiences.
- Proactively self-engage in ongoing professional development focusing on evolving educational and technology trends.
- Ability to exercise judgement and discretion and maintain confidentiality.
- Familiarity with issues about copyright regulations in the curriculum.
- Ability to develop and cultivate relationships and networks to achieve results.
- Proven ability to support and develop individuals toward achieving ambitious and measurable outcomes.
- Work closely with the Programs Lead to share best practices and collectively inform an integrated approach to Fellow Development.
- Excellent communicator who clearly articulates our vision, goals and work and effectively addresses different individuals' barriers and motivations.
- Strategic and critical thinking skills to conceptualize multiple approaches to solving a problem and drawing out a clear roadmap with roles and responsibilities.
- Desire to work in fast-paced, results-oriented culture. Constantly keep an "eye on the prize" and remember the end goals- even when the going gets tough.
- Knowledge of the Nigerian curriculum & the Nigerian policy on education.
- Basic Data management and analytic skills.