

A close-up photograph of a young man with brown hair wearing a white and black VR headset. The headset has "TESTIMONY 360" and "PEOPLE AND PLACES OF THE HOLOCAUST" printed on it. He is also wearing large black Sony headphones. He is wearing a white shirt and a dark tie with blue and white stripes. The background is blurred, showing other people in a similar setting.

TESTIMONY 360
PEOPLE AND PLACES OF THE HOLOCAUST

Application Pack

EDUCATION OFFICER



Introduction

Thank you for your interest in the role of Education Officer. This pack provides information about our organisation, the role and the application process. If you would like further information, please visit our website at www.het.org.uk or contact us before you submit your application.

Education Officers support all aspects of the Trust's educational work, to ensure that the programmes we offer are high quality, based on sound educational practice and are historically accurate, authentic and engaging.

They are responsible for delivering our programmes in schools and other institutions throughout the year. In addition to delivery, they are responsible for ensuring our content is innovative, educational and memorable, and in line with our strategy and mission of teaching about the Holocaust and antisemitism.

Job Description

Contract	Full time, permanent
Responsible to:	Senior Education Officer
Line management:	N/A
Salary:	£35,000
Location:	Central London, (office attendance required on agreed days) with occasional travel around the UK and overseas (primarily Poland).

Programme delivery

Once trained, Education Officers deliver classroom-facing and teacher-facing education across all of our core programmes – Lessons from Auschwitz; Testimony 360; Outreach and Teacher Training - drawing on their own teaching experience and understanding of effective pedagogy.

Delivery of our programmes takes place both during and outside school term dates and hours.

Training will be provided to deliver across all our programmes within the first six months in post.

Programme development, innovation and resource production

- Work with the Senior Education Officer to plan, develop and review programmes and resources.
- Train internal and external educators to deliver the Trust’s programmes.

Partnerships and External Relations

- Represent the Trust at national and international conferences and forums.
- Participate in collaboration with other Holocaust education organisations globally to share best practice in both Holocaust and antisemitism education pedagogy and innovation.

Impact, Evaluation and Learning

- Work with our Data and Evaluation Manager to participate in impact evaluation work, as well as programme monitoring and feedback.
- Use evaluation findings to inform programme development and improvement.

Safeguarding

Work with colleagues to play an active and effective role in ensuring that the Trust has the highest safeguarding standards across all programmes, adhering to legislation and best practice.

Travel requirements

The post requires regular travel within the UK and abroad, including a minimum of three one-day Poland visits per year as part of the Lessons from Auschwitz Project, attendance at the Trust's central London office on agreed days, and occasional evening and weekend work. HET has a Time Off in Lieu policy, alongside additional systems of support to help ensure a realistic, sustainable and fair schedule of travel across the Education Officer team.

Person specification

Essential	Desirable
Experience	
• Significant and recent teaching experience within a school setting. • Experience of developing new educational content using evidence-based pedagogical methods. • Strong understanding of effective pedagogy, curriculum delivery and the realities of teaching in UK schools. • Experience of planning and delivering the integration of safeguarding into educational programmes.	• Experience in developing and delivering CPD for teachers. • Experience of teaching and pedagogies associated with new technologies.
Skills	
Essential	
• Ability to represent the Trust confidently and professionally at external meetings and events. • Ability to work creatively and develop new ideas. • Ability to take initiative and work without constant supervision. • Ability to manage multiple priorities and maintain quality while meeting deadlines. • Confident communication skills, with the ability to build strong relationships with colleagues, stakeholders and partner organisations. • Strong problem-solving skills, including the ability to take ownership of issues and know when to escalate complex matters. • Sound judgement in managing safeguarding and compliance responsibilities. • Excellent communication skills, both written and oral, with the ability to adapt to a range of audiences. • Excellent interpersonal skills, with the ability to work effectively with stakeholders at all levels, demonstrating tact, diplomacy and discretion. • Good IT skills, including the ability to confidently use Microsoft Office.	

Knowledge

- In-depth knowledge of UK statutory safeguarding frameworks and how to apply them in practice.
- Knowledge of the history of the Holocaust or a related subject.
- Familiarity with contemporary trends in the UK educational sector, with a comprehensive understanding of school curricula across the UK, the challenges and experiences of teachers in UK schools.
- Familiarity with pedagogies associated with teaching and learning about the Holocaust
- Broad knowledge of the growing use and trends of digital technology within teaching and education, and the opportunities, risks, pedagogical factors and ethical considerations associated with educational technologies.
- A postgraduate qualification in the history of the Holocaust or related studies
- In-depth knowledge or experience of at least one of the Trust's existing educational programmes

Qualifications

- University degree in a relevant subject.
- Professional teaching qualification (PGCE; QTS or equivalent)
- Postgraduate degree in relevant subject.
- Safer Recruiting training.
- Designated Safeguarding Lead training.

Personal Attributes

- A proactive, positive and team-oriented approach with a high level of integrity, initiative and confidence.
- Commitment to the Trust's strategic and educational mission.
- Professional demeanor.
- Ability to maintain confidentiality in all matters.
- Meticulous attention to detail across a range of competing demands.
- Ability to align with organisational values and promote the Trust's vision and ethos.
- Commitment to working in an inclusive, person-centred environment.
- Commitment to excellent customer service



Company Benefits

Annual leave

- Full-time employees are entitled to 22 days annual leave each year plus bank holidays.
- This increases by one day after 2 years continuous service and is capped at 25 days annual leave plus bank holidays.

Office closure days

- The office will be closed on the Jewish High Holy Days of Rosh Hashanah and Yom Kippur when they fall on a weekday.
- It will also be closed from Christmas Day, up to and including New Years Day.

Maternity leave Pay

- Employees with 26 weeks - 18 months continuous service: Statutory Maternity Pay is paid up to 39 weeks.
- Employees with 18 Months - 3 years of service: 100% of earnings for the first 8 weeks. Remaining 31 weeks/end of SML employee paid SMP plus 15% of earnings
- Employees with 3-5 years service: 100% of earnings for the first 10 weeks. Remaining 29 weeks/end of SML employee paid SMP plus 15% of earnings
- Employees with 5+ Years service: 100% of earnings for the first 12 weeks. Remaining 27 weeks/end of SML employee paid SMP plus 15% of earnings.

Paternity/Partner leave policy:

- 2 weeks of leave can be taken but the weeks do not need to be taken consecutively. This would be paid full pay.
- The prospective father/partner would also be entitled to attend a maximum of two antenatal appointments lasting no more than 6.5 hours and be paid for this time.

Pension

- Employees with under 5 years' service are eligible to receive 5% pension contribution.
- Employees with over 5 years continuous service are eligible to receive a 7% pension contribution.

Private Medical Insurance (PMI)

- Employees with less than 5 years continuous service are eligible for basic cover.
- Employees with over 5 years continuous service are entitled to premier cover.

Life Assurance

- All employees are automatically signed up to our Group Life Assurance policy
- This benefit pays out 4 times an employee's annual salary to their nominated person should they pass away while employed at HET.

Income Protection

- Employees are automatically enrolled into our income protection scheme.
- If an employee has been signed off work due to sickness/incapacity for over 13 weeks, the policy will pay the employee
- 60% of their salary for a maximum of 3 years or up to the age of 65 years old if sooner.

ZGP24 Service

- As part of the life & income protection cover staff are eligible for this 24/7 virtual GP service and you can use it to book private virtual GP appointments to assess health issues / issue prescriptions/ open private referrals.

Employee Assistance Programme (EAP)

- EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general well-being.
- Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues.

Season Ticket Loans

- Are available on request.



Application Process

Please submit your CV and a covering letter, setting out why you would like the role and how you meet each component of the person specification, to recruitment@het.org.uk

Application closing date:
9am, 15th September

Interviews:
w/c 28th September

Applications will be reviewed continuously before the closing date. If you would like to arrange an informal discussion about the role, or would like further information please contact recruitment@het.org.uk

Please Note:

All applicants must be eligible to work in the UK at time of application.

As an educational charity, the Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Therefore, all applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification, reference and identity checks, and social media and internet searches).

This role involves regulated activity relevant to children, therefore it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This role is subject to an Enhanced and Children's barred list level disclosure and barring service check