



Job Description: Senior Delivery Manager (Geography) – 1-year fixed term

Reports to: Head of School Experience

Start date: from September 2026 (some flexibility here)

Salary: £50,000 - £60,000 (depending on experience)

Contract: Fixed term, 1 year, 37.5 hours per week

Location: West London (White City) with one core day in the office (Monday) as well as school visits across the U.K.

Who we are

Ark Curriculum Plus is a not-for-profit education venture. Our mission is to empower teachers to give every young person, regardless of their background, the subject knowledge and skills that will allow them to succeed. We believe that great curriculum design and delivery leads to improved teaching and learner outcomes, which impacts positively on children's life chances.

Our commitment is to empower and equip schools to provide high quality subject teaching through curriculum and integrated professional development, in order to develop young people's subject mastery.

We are grown out of one of the highest performing Multi Academy Trust's in the UK. Our connection with Ark gives us our experience and our specialist expertise earned while we developed and taught curriculum across our own network of 39 successful academies.

Built in collaboration with one of the top-performing MATs in the UK, our secondary geography programme is a partnership designed to ignite positive change and foster continuous growth.

We understand the challenges many schools face in providing consistent and high-quality geography teaching:

Inconsistency of practice across year groups and classes.

- Lack of access to meaningful assessment practices to effect change.
 - Struggle to conduct fieldwork at KS3 due to staffing, cost and subject expertise.
 - Having non-specialist teachers teaching KS3 and sometimes the Head of Department also being a non-specialist.
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Purpose of role

The Senior Manager for Delivery for Geography will be the authority within the organisation for delivery for the Geography Mastery programme. They will bring together what we know about schools' experience of the Geography Mastery programme to ensure that our training, PD and school development support equips schools to implement successfully and get the full benefit of the programme, and to pass important feedback back to the organisation. This will involve working closely with the Programmes team to inform and align with pan-programme delivery decisions; and working closely with the Head of Geography to understand the programme intent and interpret



delivery decisions in the way that is right for Geography. The post holder will have high attention to detail to ensure that logistics are managed smoothly, and PD resources are available on time to a high quality.

Key Responsibilities

Senior management

- As part of the cross-functional team leading the Geography programme, contribute to the development of a programme strategy that supports excellence in the context of Geography, and furthers the overall organisational mission, strategy and sustainability
- As part of the senior management of the School Development team, contribute to the shape of delivery and new ways of working across the programmes
- Lead on identified pan-programme delivery projects

Programme delivery

- Be a champion of customer voice, ensuring customer insights from the Geography programme are heard and inform programme development as a whole, and working with available Ark forums to further develop our understanding of programme implementation at a school and classroom level
- Implement pan-programme delivery decisions in the context of the Geography programme, staying faithful to the programme while maintaining alignment with the school development team as a whole
- Take responsibility for the end-to-end user experience of schools on all packages of the programme, liaising closely with the systems and partnerships team to drive ease of use, and preparing communications that keep customers well briefed in what they need to know to get the most from the programme
- Manage detailed training and PD logistics, for example setting training dates and approving release of additional dates; attempting to anticipate and preempt operational challenges such as capped event numbers and make decisions that are right for your programme
- Design training and PD learning objectives for the programme, in line with pan-programme decisions and methodology agreed and in close collaboration with the Head of Geography
- Manage training and PD resource creation for the programme in line with pan-programme formats agreed and organisational branding, keeping all team members well briefed and ensuring resources are produced on time and to a high quality
- Keep design processes and resources for the programme well documented and stored, to support effective management of our IP and other assets and enable future use
- Set guidelines for school development support for the programme to complement training and PD, in line with pan-programme approaches agreed
- Create and deliver training for Development Leads to deliver training and PD and school support to a consistent high standard
- Work with the Head of Geography to coordinate logistics of external evaluations with Development Leads, build positive relationships with evaluators and ensuring the organisation is presented in the best possible light, and coordinating work to keep schools engaged with evaluations where needed

School Development Support



- Engage with ongoing PD and sector thinking, keeping up to date with sector developments, legislative changes and innovative practice in your subject and in curriculum development and PD delivery as a whole, and sharing valuable insights with the broader team
- Maintain a strong understanding of the Geography programme to offer high quality training, PD and support in the programme
- Deliver training and PD as required to an excellent standard in line with internal guidelines
- Provide one-to-one school development support across a portfolio of partner schools, ensuring they are supported to implement our programmes successfully to gain the intended immediate and longer-term impact
- Build and maintain positive relationships with partner schools to drive high levels of school retention, ensuring proactive, effective and timely communication and follow-up
- Share customer feedback (both positive and negative) through formal channels and capture customer insights
- Be proactive in identifying and acting on areas where schools are uncertain and additional guidance or clarification is needed
- Be on the lookout for case studies or other exemplification from our partner schools that can further demonstrate our impact or enhance our training and PD offer
- Manage your time and the scheduling of school support to efficiency in line with the effective management of the charity's financial resources
- Ensure expenditure and expenses are kept within plan and processed in line with policy and procedures
- Keep Salesforce and other records updated as required, tracking agreed measures and coordinating with schools as necessary to support external evaluations or impact studies

Relationship with wider organisation

- Contribute to the development of the overall programme strategy and structure through cross-functional working and collaboration, especially by feeding back relevant insights gathered from schools to the design and partnerships teams
- Make any spare capacity known as far as possible, offering this to the Head of Geography to reduce freelancer design spend where possible/practical
- Keep the partnerships team briefed on delivery for the Geography programme
- Support partnerships initiatives directly when required to support sales and marketing efforts, including leading webinars and information sessions
- Proactively supports broader partnerships team priorities, including identifying up-sell and/or cross-sell opportunities and flagging these to the partnerships team, or identifying potential case studies and endorsements
- Support sales and renewals conversations as requested
- Working proactively with the systems team to help them understand how delivery works and to identify and prioritise process improvements

General

- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested



Person Specification

Attributes

- Vision aligned with Ark Curriculum Plus's high aspirations and expectations of self and others
- A strong and proactive communicator with a collaborative working style
- Team worker, with demonstrated ability to work cross-functionally
- Commitment to excellence, with strong focus on delivering intended outcomes
- Structured approach, working to clearly defined aims/intentions
- Ability to probe, challenge and question appropriately and strive for continual improvement
- High attention to detail and diligence in achieving smooth logistical delivery
- Demonstrates resilience, motivation and commitment

Experience, knowledge and skills

- Understanding of the education landscape and issues affecting education
- At least five years' teaching experience across at least two key stages
- A proven record in delivering outstanding achievement in Geography, particularly for pupils with low prior attainment in challenging urban schools
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Record of successfully leading change in a school context
- Track record of providing professional development to teachers, including coaching, mentoring and training
- Ability to deliver outcomes working effectively with multiple and varied stakeholders
- Ability to produce written communications that are clear and concise with a tone appropriate to the situation
- Ability to manage logistical planning and oversee timely production of resources
- Confidence in PowerPoint and Excel
- Regular and on-going engagement with training and personal development

Qualifications

- Educated to degree level
- Qualified to teach in the U.K. and qualified to degree level
- Subject specific qualification/further study desirable
- Right to work in the U.K.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).