

Job Title: PLYTIME Learning Subject Leads

Location: Mainly working from home but based in North West England

Reports to: Directors

Duration: 6 Months

Hours: 37.5 hours per week

Pay: £20,500 annual equivalent

What is PLYTIME?

PLYTIME Learning (a brand new start-up company) is a full-service online marketplace for tutors, parents and students providing the most effective tutoring solution at the lowest possible cost so that it's more affordable and accessible for everyone, regardless of ability or background.

Job Description

We are seeking enthusiastic Subject Leads to help with the development and launch of PLYTIME Learning.

The main requirement of the role is to create and co-ordinate content development for primary aged students. As with any start up, the precise requirements of the role may change over time.

The role will report directly into the owners and carry a good degree of autonomy and flexibility. The position will involve mainly working from home so the ability to work remotely and maintain good communication with the rest of the team is essential. The ideal candidates for the role are self-motivated, good communicators, trustworthy, resourceful, quick learners, organised and proactive.

The role is a 6-month fixed term contract working 37.5 hours per week between 9am to 5pm Monday to Friday (precise hours can be flexible provided they fit in with the team)

Responsibilities include assisting with

- Content creation - questions and answers for a specific topic
- Scoring the content based on complexity
- Quality control of created content to ensure its accuracy
- Co-ordinating the inputs of other employees tasked with content creation
- User acceptance testing and research of PLYTIME Learning Platform
- Providing input into training videos
- Admin activities as directed by management

Requirements

- Proficient in Maths and English to a high GCSE level (ideally \geq B or 6)
- Proficiency with computers, ideally with expertise in Microsoft Word, Excel and PowerPoint (a laptop will be provided)
- Self-motivated and happy working remotely - you will need to have a desk and somewhere suitable to work at home with good wifi access
- Be enthusiastic and keen to take on new tasks (some of which may be totally new and require you to help define how they need to be done)

- A quick learner who is prepared to ask questions to ensure they fully understand the task to be completed
- Detail focused, logical and determined to try to the best of their ability (we want to encourage all our students to achieve their potential and “be their best” - this is the same with our staff)
- Education experience would be an advantage but is not necessary
- Have excellent communication and interpersonal skills being happy to work with other members of the team
- Good organisation skills with the capability to coordinate and manage inputs of other employees, and resolve any issues they may have

Others

- Wifi at home is a pre-requisite
- We will provide you with a company laptop with the required software packages

Interested?

Please send your up to date CV to contact@plytime.com