

Head of Product

Applicant Information Pack



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About Oak National Academy

What Oak provides

Oak National Academy is a free online educational resource set up in response to the Covid-19 pandemic. We've already had an incredible amount of impact since we launched and built our first version of the classroom in a week back in April: to date we've had over 4 million users use over 20 million lessons, and assemblies led by everyone from the first British astronaut to the Duchess of Cambridge.

In September we launched nearly 10k lessons across two product areas, our teacher product and classroom product and have ambitious plans for the future.

What we are looking for

We're now looking for a head of product to join our team at Oak National Academy in a permanent role, to help us continue to build on our initial success.

We need a team that can maintain and improve the platform, support the continuous improvement of lesson content on the site, support schools and parents to use the materials and help us to build and run a sustainable organisation.

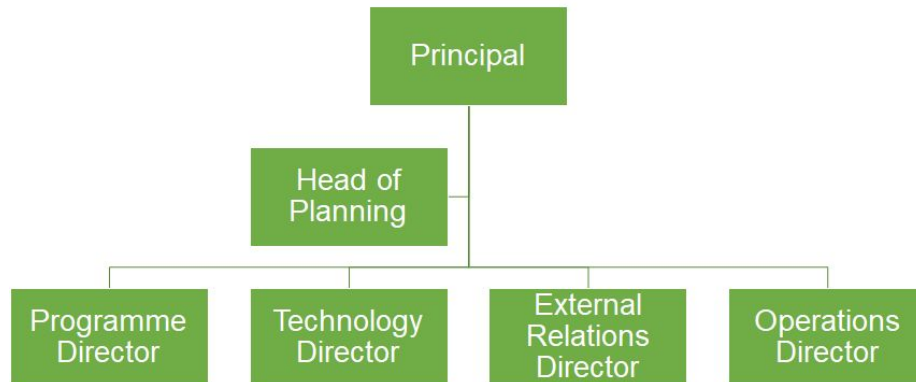
We are a very new organisation, set up at speed in April 2020. Whilst we are new, our reach to date has been significant (19 million lessons in the first three months). That means we still feel like a start up and we're looking for colleagues who can work with ambiguity, love a challenge and who roll their sleeves up. At Oak, everyone needs to pitch in.

If you are up for the challenge of helping us build something new and care passionately about supporting teachers and pupils - particularly those from low income families - we would love to hear from you!

We are particularly keen to receive applications from candidates from historically under-represented and minority groups.



Our structure



Oak has the following core teams, each led by a Director plus our central team. These are responsible for:

Programme: The development and improvement of our curriculum offer and resources, and the management of their production.

Technology and Product: The design, development, and management of our product, platforms and technology.

External Relations: Engaging and communicating with schools, parents, and external stakeholders.

Operations: Developing and managing our finance and HR functions.

Central: Planning, governance and research and evaluation of our impact.

The Head of Product will be part of the Technology and Product team.

Oak is part of, and you will be employed by, Reach Foundation, registered charity 1129683.



The role

Responsible to:	Director of Technology and Product
Team:	Technology and Product
Term:	1 year fixed contract
Salary:	£60,000
Hours:	40 hours per week (if full time – flexible arrangements will be considered)

Responsibilities

- You're confident and experienced working in an agile environment, and can help our team continue to deliver and deploy regular updates that are always delivering more value to our users. You'll thrive in a scrappy environment and are comfortable with ambiguity and frequent changes to direction
- You can gather user feedback, and critically evaluate it to help build roadmaps and sprint objectives
- You can work with users, our various stakeholders, and our design and data/insights teams to ensure that we're only building what's important
- You're delivery-focused to ensure that our small team continues to build the right things in the right way

Knowledge, skills and experience

- You're able to effectively prioritise what needs to be done
- You're confident and able to work with a rapidly evolving tech stack



- You can set up a system for ensuring we're catching and fixing bugs and issues with our products in as quick and as efficient a way as possible
- You can help put in lightweight processes which ensure we are doing the right things in the right way
- You're able to communicate clearly, particularly whilst managing a completely remote team (most of us have never met since we came together during lockdown!)
- You can help create a culture of continuous and open feedback which ensures the team is constantly improving
- You're experienced in developing and working with a consumer-facing technical product, ideally in education/EdTech

GDPR and Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law and to adhere to our Data Protection and GDPR policies.

Equal Opportunities

The Post holder agrees to promote and uphold the principles of equal opportunities in all our work.

Location

At present we do not have any office space and all roles can be completed flexibly from any location.



Benefits

Holiday entitlement

25 days per year plus bank holidays. This increases for every year of service up to a max of 30 days.

Pension

We are committed to providing our staff with a workplace pension scheme that is highly competitive in the third sector.

Flexible working

Requests for flexible working will be considered for all roles.

Salary

We believe in transparency as well as fair pay for ambitious and challenging work. We have benchmarked our salaries against those within charities, schools and civil service. For example, our Senior Leadership Team will be paid within the bottom half of the lowest Senior Civil Servant pay band.

We therefore have set pay bands and do not negotiate on pay. This is important to us as there is evidence negotiation particularly discriminates against those underrepresented in more senior positions.

Our bands are as follows:

Bands	Pay	Example Title
1	£85,000	Director (A), Lead (A)
2	£70,000	Director (B)
3	£60,000	Head of (A)
4	£50,000	Head of (B), Manager (A), Lead (B)
5	£40,000	Manager (B)
6	£30,000	Officer
7	£25,000	Coordinator

How to apply

Please submit an application form and submit two short videos through our [job application website](#).

The closing date for applications is 10:00am on 19th October.

Short, 30 minute first round interviews will be held (via video conferencing) in the week of 26th October.

This will be followed by a second round interview with a task in the week of 2nd November.

If you would like to discuss the role in more detail, please contact hr.operations@thenational.academy. We're expecting a high level of interest, so apologies if we're not able to get back to you quickly.