



Editorial Assistant

Job Description

Join our team as an Editorial Assistant on a fixed-term maternity cover contract, helping us to support teachers, champion great teaching and raise the status of the profession by supporting the publication of our peer-reviewed journal.

Job Title	Editorial Assistant
Reports To	Content Editor
Salary	£27,000 (FTE)
Contract	Part-time, fixed term until Friday 30 July 2027 (with the potential to extend)
Hours	21 hours per week (0.6 FTE)
Benefits	Flexible working, generous annual leave, 8.5% employer pension contribution, Paycare, individual and team professional development/learning budget. A full list of our benefits can be found here .
Based	Hybrid / Remote. We have a central London office but our team work from across the country and we are happy to support remote or office-based working (with hybrid options).
Start date	Ideally Tuesday 1 September but subject to any notice period
Deadline and interview	Applications close on Friday 21 August 2026 but we will be reviewing applications and interviewing on a rolling basis so we encourage you to apply early. We will interview as soon as a suitable candidate is identified and therefore may close the role early. Interviews will consist of a task and competency-based interview.
Application	Please apply here by uploading your CV and cover letter. Please use the guidance when writing your cover letter. We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.

The Organisation

The [Chartered College of Teaching](#) is a charity and the professional body for teachers. We are working to empower a knowledgeable and respected teaching profession through membership and accreditation.

We are dedicated to bridging the gap between practice and research and equipping teachers from the moment they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

Our activities mainly focus on four key areas:

- membership
- teacher CPD and accreditation
- research, policy and events
- online and print resources

Since opening membership in 2017, we have grown rapidly. In total our work reaches over 40,000 teachers and more than 3.6 million young people. We are a growing and multi-skilled team of 30 people, supported by a Board of Trustees with a significant track record of experience in a range of fields. Our business plan focuses on growing membership and Chartered Status, strategic positioning of the College in the education sector, and providing meaningful professional learning opportunities for the teaching profession.

The Opportunity

Our publications and online learning resources support teachers to make a difference to the lives of millions of children across the country. Our peer-reviewed practitioner journal is used by teachers and educators to develop their evidence-informed practice.

We are recruiting within the content and publishing team to welcome an Editorial Assistant who believes in our mission to support the work we do.

Over the coming months, the Editorial Assistant will keep the journal's peer review cycle on track, provide high-quality support to authors and reviewers and contribute to wider publishing activity across the Chartered College.

This would be an ideal opportunity for a highly organised, detail-oriented person with an interest in publishing and education. You will:

- take ownership of the peer review administration process, from sourcing reviewers to tracking deadlines and formatting reports
- work collaboratively with colleagues across the team, providing excellent customer service to authors and reviewers
- help to keep the professional membership organisation's publications running to a high standard at an exciting time for the College.

Peer Review Administration	Most of your time will be spent supporting the peer review process for our practitioner journal. This includes researching and identifying suitable reviewers, matching them to article abstracts and manuscripts, and coordinating the allocation of two reviewers per article. You will send articles out to reviewers with the relevant guidelines, track response deadlines, and follow up as needed. Once reviews are received, you will format the reports to a consistent standard and save them to the shared Google Drive. We currently organise our workflow around Asana and Google Drive, and you'll work closely with the Content Editor to keep the review cycle on track. You will need to be someone who can manage several articles at different stages simultaneously and take pride in keeping things well-organised and on time.
Author support and proofreading	You will spend some of your time on proofreading and editorial tasks, including marking up corrections on PDFs and supporting the Content Editor with copy amendments during the production process. You will also act as a first point of contact for authors, providing clear and friendly communication to support them through the publication process – from submission through to final publication. You will be expected to respond to author queries professionally and promptly, escalating where needed, and to help maintain a positive experience for contributors to the journal.
Wider publishing support	You will spend some of your time supporting wider publishing activity across the College, including uploading and updating content on WordPress and carrying out other publishing-related tasks as and when required. Beyond your core responsibilities, you will also participate in team meetings and be encouraged to take part in professional learning activities and training to maintain and develop your knowledge and skills.

About You

Editorial support for us means keeping our peer review process running efficiently and providing a positive, professional experience for the authors and reviewers who contribute to our journal.

You do not need to have expertise in absolutely all areas, let us decide! We are committed to creating a diverse and inclusive environment and encourage you to apply. We're looking for someone who is motivated by our vision and is passionate about publishing and supporting the work of teachers. Systems you would be using include Asana, Google Drive, WordPress and Adobe Acrobat (or equivalent PDF editing tools).

Skills and experience:

- Excellent written and oral communication skills, with a confident, professional email manner
- Strong organisational skills with experience of managing multiple tasks and deadlines
- Experience of delivering high-quality customer service to a range of external stakeholders
- Experience of, or interest in, proofreading and copyediting
- Experience of, or interest in, working in a publishing, editorial or academic environment
- Confidence using Google Drive and online content management systems (e.g. WordPress)
- An interest in the education sector and the support and development of teachers

As well as technical requirements, we are looking for people who:

- Believe in the transformative power of education, see teachers as key drivers in achieving improved educational outcomes for all and are motivated to contribute to this change.
- Communicate clearly and effectively, understanding the importance of conveying complex ideas in an easy to understand way and respecting the work schedules and patterns of colleagues.
- Learning and feedback oriented and keen to develop their skillset.
- Are committed to equality and diversity, demonstrating these through their work and daily interactions with colleagues, members and other stakeholders.

Why Us?

As an organisation we care deeply about creating a working environment that supports our people to grow personally and professionally. These are reflected in our [organisational values](#) which outline the distinctive working culture we are looking to create. In particular, these values are reflected in our commitment to:

- Flexible working: responsive management, flexible hours, hybrid or fully remote working
- Professional development, including formal and informal training and support
- Transparency and ownership: we have an open culture that ensures all staff guide our strategic direction
- Mental health and wellbeing: access to health and wellbeing advice and health cash plan.

Diversity and inclusion at the Chartered College

As a growing organisation we are committed to:

- Becoming increasingly representative of the sector and geographies that we operate in
- Providing a positive experience of work as part of an inclusive culture led by our organisational values
- Maintaining an annual EDI action plan - led by the internal team.

What to expect from the recruitment process

- All applications are anonymised until the point of interview
- Line Managers trained in recognising bias
- We implement a standardised interview template and competencies matrix for a fair and transparent process
- All interviews are conducted via Zoom and camera use is optional.

If you require any adjustments in order to proceed with an application please make a request to recruitment@chartered.college.

For more information about joining the Chartered College, please watch this short [video](#) from Dame Alison Peacock (CEO).

Your Personal Data

As part of the recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Pre-employment checks

All conditional offers of employment are subject to:

- Two satisfactory references
- Proof of qualifications
- Eligibility to work in the UK.

We are an employer committed to the safeguarding of children and young people.