



Brief for Services: Supporting CREST delivery and expansion in London

Background

CREST is Britain's largest national award scheme for project work in the STEM subjects (Science, Technology, Engineering and Maths). It gives young people aged 11-19 opportunities to explore real world projects in an exciting way. CREST links closely to the curriculum and is a great way to make STEM creative and engaging – both in and out of the class.

CREST is currently undergoing a targeted expansion in England into specific pupil groups, funded by the Department for Education. The target groups are Key Stage 3 and 4 pupils that are high achieving, or potentially high achieving, in STEM and are disadvantaged.

CREST has been adapted for primary pupils (aged 5-11) under the title CREST ★ Investigators. The CREST Star Investigators award scheme enables children to solve scientific problems through practical investigation. The activities focus on thinking about, talking about, and doing science. They are designed to be used primarily outside of class time (e.g. in a science club), though some are suitable for use in the classroom.

CREST is coordinated by a network of 42 local delivery partners across the UK. The current network has several gaps in the London area. As a result, demand for CREST in London is relatively low and falling. The British Science Association would like to reverse this trend, leading to a growth in demand for CREST. The long-term goal is to identify one or more London-based organisations that can take on the role of CREST coordinator. To get to that point, we need wider recognition of the value of CREST among teachers and deliverers of other STEM engagement & enrichment schemes.

Purpose

The purpose is to deliver a growth in uptake by schools of the British Science Association's CREST scheme. The contractor will be responsible for communicating the benefits of CREST to teachers and supporting them to start and continue running CREST awards in their school. The main focus is on growth in CREST among secondary schools, though the contractor will also be expected to handle registrations by primary schools.

The contractor will also liaise with the providers of schemes that can be run in conjunction with CREST in order to ensure that those providers use CREST to enhance their delivery where this is mutually beneficial.

In addition, the contractor will be responsible for administration of CREST in London including registering new students on to the database. The contractor will oversee the awards made to students, moderating the quality of a sample of Bronze awards and all Silver & Gold Awards.

For purposes of this agreement, 'London' refers to all areas within the M25 except:

- Harrow and Brent
- East London boroughs
- Imperial College

Key responsibilities

The contractor will be responsible for:

- Starting and continuing CREST in London schools, meeting agreed & specific targets.
- Forging and maintaining relationships with schools already doing CREST.
- Developing positive relationships with deliverers of other STEM E&E schemes.
- Maintaining accurate records of registrations on the CREST database.
- Taking responsibility for working with specific schools that are part of the CREST expansion project.
- Processing payments for award fees from schools.
- Provide support when requested to other British Science Association projects: STEM Clubs Network, Regional Big Bang event in London, National Big Bang event in London, CREST Star Investigators, National Science & Engineering Week.
- Providing regular, detailed progress reports to the head office team.

A detailed description of the services is provided in Appendix 1.

Agreement

The contractor will be expected to work on a freelance basis. The contractor will work from home with regular (e.g. weekly or fortnightly) meetings at the British Science Association offices in London. The agreement will be for 6 months initially, with an option to extend for a further 4-6 months. The agreement will begin as soon as possible. The contractor will work an agreed number of days each week, between 1 and 5. The number of days may vary at different times e.g. the contractor may spend more time on the project during term time than in the school holidays. Flexible working requests will be considered. Fees will be paid on a per-day (or part-day) basis, on receipt of itemised invoices. The daily rate will be in the range £200-£250 per day. Out of pocket expenses will be paid (e.g. travel) on production of valid receipts. Bonus payments may be available if targets for numbers of pupils and schools are met.

Two contractors or organisations may wish to take on the services, with one focussing on the schools-facing elements while the other takes responsibility for the administration of the Awards.

A copy of the draft contract for services can be provided on request from Carolina Moreno (contact details below).

To apply

To indicate your interest, please send a CV and cover letter by email to:

Carolina Moreno, HR Manager

recruitment@britishscienceassociation.org

The closing date for expressions of interest is 5pm Tuesday 31st August 2010. We may invite you for an interview; if so, it will be held on Friday 3rd September 2010 at our offices in London.

If you would like an informal conversation about the services, please contact:

Adrian Fenton, Young People's Programme Manager

020 7019 4942, Adrian.fenton@britishscienceassociation.org

Appendix 1: Detailed description of services

Delivery and School Support

- Work in cooperation with the British Science Association to deliver CREST and CREST ★ Investigators in your region.
- Provide support and advice for teachers, organisers and students from your area who wish to take part in CREST or CREST ★ Investigators.
- Register CREST and CREST ★ Investigators schools on the database accurately, including student details, mentor information and full contact details to aid the British Science Association in monitoring and reporting on CREST Sales and individuals reached.
- Identify mentors for Silver and Gold CREST Awards from local scientists and engineers in industry and academia (e.g. STEM Ambassadors, Researchers in Residence).

Assessment

- Be trained by the British Science Association Head Office/ CREST Quality Assurance Group Member to accredit Silver and Gold CREST Awards and to advise teachers in accrediting Bronze Awards.
- Following this training assess all Gold and Silver projects completed by students in your region, including assessment during Regional events such as the EESE CAD events and projects completed through other link schemes. Provide sample project work to be moderated where requested.

Feedback and Training

- Provide the British Science Association with feedback via telephone conversations, meetings and case studies where requested.

Marketing

- Act as the local CREST/CREST ★ Investigators representative for your area, using local meetings and conferences to promote the schemes where appropriate. This may include attending teacher training events, regional conferences, and Regional Fairs/Celebrations such as EESE CADs (marketing materials will be made available to you).
- Promote CREST and CREST ★ Investigators using a range of media such as electronic mailings, organisation's website, etc and report back to British Science Association on effective communication and learning.

Regional and National Fairs

- Inform local CREST schools of the Regional Big Bang Fairs and support the Regional Fair organiser in inviting schools to attend and encouraging their participation. Support the Regional Big Bang Fair organiser in judging at the event where needed and attend the event as the CREST representative for your region.
- Inform schools and students who have completed CREST projects of the online nomination process for the National Science and Engineering Competition and

encourage them to apply.

Administration

- Reply to CREST and CREST Star Investigators queries from your region promptly and process any pack/award sales. Work with Local Coordinators in your neighbouring CREST regions to ensure that teachers are guided to the correct contact.
- Invoice schools for the CREST Award scheme and collect & process their payments to the British Science Association.

Link Schemes

- Identify opportunities to link regional STEM Enrichment and Enhancement activity with the CREST Awards and work with providers of the activities to promote this link to schools.
- Highlight widespread/national activities that could be accredited by the CREST awards to the British Science Association so that a link can be made at a national level.