

## SCIENCE TEACHER EDUCATION (STE) EDITOR JOB ROLE

### About STE?

*Science Teacher Education (STE)* is aimed at all those who support, educate, and develop science teachers. Its readership includes those whose roles include pre- and in-service teacher education, the design, coordination, and facilitation of professional development, mentoring and coaching, whether in school, school groups or externally, curriculum design and development, and subject and departmental leadership.

Historically *STE* has been delivered in an online journal format, it is now migrating to an online hub to increase accessibility and searchability of the content, as well as to enable use of digital media such as podcasts and film.

*STE* is closely aligned with the activity of the ASE Futures committee. Therefore, *STE* will continue to act as a main organ of communication for ASE Futures through which members, as authors and readers, can exchange professional ideas related to science teacher development and education. *STE* is available to all ASE Members for an additional subscription fee.

*STE* aims to:

- provide a forum for discussion that will help shape the decisions which teacher developers and educators make in providing appropriate provision for those who teach science or are intending shortly to do so;
- inform readers of innovations and developments, small and big, in relevant themes;
- develop readers' knowledge and practice;
- disseminate research and scholarship relevant to science teacher development and education; and,
- provide notes and news about current or future developments in the world of science teacher development and education

### Editor Job Role:

The Editor is responsible for maintaining the quality of the content and developing it in line with the ASE Futures Committee and the overall policies of ASE.

The Editor should ensure that the content is of high quality across a suitable range of subjects and interests. They have complete editorial control over the substance and length of each item and must ensure that any defamatory and unsuitable content is excluded. They should ensure that practical advice offered in items meets with current requirements through close liaison with the ASE Health and Safety Committee.

The Editor, with the support of the ASE Futures Committee, must be pro-active in identifying suitable material and/or authors of same, consulting with the other ASE membership committees and specialist groups and boards as necessary. This will require a wide network of suitable contacts in the field of science teacher education as well as an up-to-date knowledge of provision and practice in initial teacher education and continuing professional development.

The intention for the online *STE* hub is to provide a minimum of 2 – 3 main (or feature) articles within an academic year; with additional notes, podcasts, news and updates on relevant events, projects, research etc. to be uploaded to the hub as appropriate.

The Editor should be a current member of ASE.

Once material is received, the editorial tasks are:

- skim reading articles to decide suitability and then, if deemed appropriate, assign articles to one or more reviewers

- editing articles, including rewriting and close advice and guidance; liaising with authors and/or via the copy-editor on queries as necessary
- identifying where other media such as a podcasts or webinar would be suitable;
  - if new content is produced, liaising with the Publications Manager and relevant comms team to make such arrangement, as well as curating with the Futures Committee to find presenters or speakers that would be suitable.
  - if wishing to use or share third-party content obtaining the correct permission and copyright to such and ensuring it is suitable and fits with the criteria for *STE*
  - ensuring content in such media is appropriate and accurate.
- moderating and mediating reviewers' comments on all content for authors, when necessary;
- responding to queries from authors, including speakers for webinars or podcasts;
- responding to queries from prospective authors, including speakers for webinars or podcasts;
- receipt, acknowledgement and editing of letters to the Editor;
- liaison with ASE Publications Specialist Group, including attending at least one Committee meeting per year to report on progress and discuss on issues arising.
- liaison with Publications Manager around delivery of articles and content, as well as any concerns.
- when media is in written form provide e-copy of accepted material;
  - When media is video, podcast etc. from third-party obtain the correct format to upload to the website
- keep up-to-date with ASE events and ensure that when relevant they are included in the *STE* hub, as well as ensuring that content is provided following up ASE Future Conference (which takes place once a year)

The Editor is appointed for one year in the first instance, with the view to extend for a further three years. They must report at least once a year to the ASE Publications Specialist Group, of which they are an ex-officio member. The ASE Publications Specialist Group oversees the policy and overall quality of all ASE journals as well as the *STE* online hub. The ASE Publications Specialist Group reports to the ASE Education Group.

The Editor will also work closely and liaise with the Publications Manager and the Director of Professional Learning to ensure that *STE* is delivering good quality content and that topical and relevant areas are being covered. In most cases the Editor will direct their own queries, issues etc. to the Publications Manager.

### **Working with the ASE Futures Committee:**

The Editor will work closely with the ASE Futures Committee to identify topics, articles, research etc. that is relevant to *STE*. Members of the ASE Futures Committee will help the Editor to identify suitable items for inclusion or authors to be approached and act as referees for material if appropriate. Referees may also be called on to advise the Editor in other ways, e.g. on articles which might be commissioned and who might be prepared to write them, as mentors to prospective authors, etc.

The Editor will attend the committee meetings at regular intervals to ensure interlinkages between committee and the journal. Also, so that the Committee can act as a sounding board, source of material and where possible/appropriate provide or signpost support for quality assurance.

### **Remuneration:**

The Editor's role is remunerated through an annual honorarium, which is taxable, in the region of £1200 p.a. It is envisaged that the workload equates to approximately 8-10 days per annum, depending on experience. The Honorarium can be paid in monthly instalments if preferred. Details of the arrangement for payment are to be agreed with the Chief Executive.

**If you have any questions, please get in touch with our Publication Manager – Laura Townsend**  
[lauratownsend@ase.org.uk](mailto:lauratownsend@ase.org.uk)

**If you would like to apply for this role, please submit your application here:** [www.ase.org.uk/ste-editor-appl](http://www.ase.org.uk/ste-editor-appl)