Job Profile

Job Title: Learning Manager: Schools, Families and Communities

Location: Sir John Soane’s Museum, 13 Lincoln’s Inn Fields, London, WC2A 3BP

and home-based.

We will discuss location with the successful candidate but we expect it will be a mixture of home-working and delivering Learning in the Museum

Contract Type: Permanent Contract

Hours: 4 days a week, 9.30-5.30pm (with potential for flexibility). There is a requirement to work occasional evenings and 1 weekend day a month, with time off in lieu. Working days are Tuesday, Wednesday, Thursday and one other depending on preference.

Annual Leave: There is a generous annual allowance of 26.5 days (pro rata)

Salary: £28,000 – pro rata for 4 days (£22,400)

Responsible To: The Museum Director

Responsible For: Learning Officer (2.5 days a week)

Freelance Educators

Key Budgetary Responsibilities: Management of the Schools, Families and Communities budget

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| Background  Sir John Soane’s Museum is the idiosyncratic house-museum of the great neo-classical architect Sir John Soane and still displays his collection of antiquities, furniture, models and paintings in the same state in which they were left at the time of his death in 1837.  In keeping with Soane’s vision that the Museum be a place of education and creativity, the learning programme aims to inspire interest in and understanding of the Museum and its collections, as well as architecture and the arts more broadly, among people of all ages and backgrounds.  The Learning Programme  The Learning programme at Sir John Soane’s Museum consists of three audience-focussed strands: schools, families and communities. The schools programme welcomes both primary and secondary groups to the Museum through a range of curriculum-linked sessions, as well as through live-streamed virtual visits. The team also offer outreach sessions to primary schools and have been working to expand this to secondary schools.  The families programme involves drop-in workshops on the second Saturday of the month and on Thursdays during the school holidays. Day-long workshops for children happen on selected Wednesdays during the holidays. For early years audiences, The Story Den happens once per month to offer storytelling and den building for children aged 2 to 5 years old and their carers. The department runs four architecture clubs/courses: Building Explorers, which happens weekly during term time for our three closest Primary schools; The Young and New Architects Clubs which are run monthly on a Saturday for ages 7 – 15; and the Architectural Drawing Course which happens monthly over six sessions for 15-18 year olds.  For community groups, the team organise tours of the Museum and support the Operations Department in ensuring accessibility for a range of audiences. There is a youth panel which meets twice per month, made up of members aged 15-24 who help to shape the activities, events and opportunities we offer to this age group. The department also runs an eight-week programme for people living with dementia and their carers, which involves art workshops inspired by the Museum collection.  The Learning team consists of the Learning Manager, a part-time Learning Officer (2.5 days) and a team of around ten freelance educators who support programme delivery.  Person Specification  Our ideal candidate will understand the demands of running an educational programme in a Museum/Historic House context. Ideally you will have experience of working with schools and families and/or community groups. You will have an understanding of varied learning styles and how these operate in a museum or gallery context. Experience of classroom teaching would be an asset.  Knowledge of one or more of the following is also desirable: Sir John Soane’s Museum, architectural history, archaeology, fine and decorative art, social history.  The post-holder must have excellent knowledge and understanding of safeguarding practices and will act as one of the lead Safeguarding Officers for the Museum. | | |
| Key areas of responsibility: |  | |
|  | 1. PROGRAMME MANAGEMENT AND DEVELOPMENT  * Take the lead in creating, delivering and overseeing the Museum’s programmes for school, family and community audiences, achieving the objectives as set out in the Learning Strategy. * Oversee the regular evaluation of the programmes for schools, families and communities, including both qualitative and quantitative analysis. * Maintain the current programme for schools and families: duties include overseeing the booking of school visits, the delivery of workshops, working with freelancers and liaising with other staff members where necessary. * Oversee the planning, development and implementation of an expanding programme for community audiences, including facilitating the youth panel and organising the Art Space for people living with dementia * Ensure that the programmes for schools, families and communities connect to relevant areas of the Museum and its collections, including supporting the production of interpretation for temporary exhibitions. * Assist the Development Department in the securing of sponsorship for programmes by providing relevant programme outlines, budgets etc. and helping with putting together funding applications as required. * Work with existing external partners and establish new partnerships where necessary to ensure the department’s work is reaching potential audiences and in order to develop the programme  1. SAFEGUARDING  * Act as the Museum’s Designated Safeguarding Officer for children and vulnerable adults (in tandem with the Volunteer Manager). * Maintain an awareness of safeguarding policy and procedures, and ensure the Museum’s safeguarding policy is implemented and regularly reviewed.  1. PEOPLE MANAGEMENT  * Act as line manager for the Learning Officer. * Oversee the Museum’s team of freelancers, ensuring prompt and regular communication, opportunities for feedback and evaluation, leading on recruiting, training and CPD where relevant. * Ensure effective interdepartmental working and communication, particularly in working with: the Volunteer Manager on the shared running of the youth panel and in managing safeguarding at the Museum; the Exhibitions department in linking events/interpretation to temporary exhibitions; the Operations department in ensuring access for a wide range of audiences; the Development department in ensuring funding for departmental activities.  1. MARKETING  * Working with the Communications Manager, ensure the museum’s programmes are marketed as effectively as possible, including making use of digital platforms and social media. * Regularly commission a photographer to document programmes for future marketing usage (ensuring all permissions forms are in place). * Ensure the ‘Learning’ section of the Museum website is accurate and regularly refreshed. * Managing and communicating with a database of school contacts to ensure take up of the Museum’s offer for schools.  1. FINANCIAL MANAGEMENT  * Manage the budgets for schools, families and communities programmes. * Oversee the maintaining of records, receipts, invoices and timesheets, including always looking for ways of reducing costs and maximising revenue through donations.  1. RESOURCE MANAGEMENT  * Maintain the museum’s physical resources for the schools, families and communities programmes. * Be responsible for ensuring that all necessary materials are in stock for relevant activities and conform to the Museum’s conservation policies.  1. GENERAL  * Play a full role in the life of the Museum, including contributing to the Museum’s IDEA (Inclusion, Diversity, Equality and Access) working group , * work one weekend day per quarter as a visitor assistant, supporting the front of house team * Undertake any additional duty which may be allocated by the Director. | |
| Person specification: |  | |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Undergraduate degree or equivalent | * Postgraduate teaching or museums education qualification |
| Experience | * Experience of working with children and/or young people in a formal or informal education setting * Experience of developing learning activities for a range of audiences * People management experience, including line-management responsibilities * Experience of programme evaluation and reporting to internal staff/external funders. | * Teaching experience in the UK educational system * Experience of co-production with community groups, particularly young people * Experience of managing and working with freelancers. * Experience of contributing to funding applications * Experience of setting up and managing partnership working with external arts, cultural, community and non-heritage organisations. |
| Knowledge | * Knowledge of the National Curriculum (particularly primary science, history, classical civilisations, and art) * Understanding of how to plan for, teach and assess learning outcomes * An understanding of the varied opportunities for learning and participation within a museum or gallery context. * An excellent understanding of effective safeguarding practices * Knowledge of how to ensure inclusion for people from diverse backgrounds; | * Knowledge of Sir John Soane and the Soane Museum * Knowledge of the history of art, architecture, and classical civilisations |
| Skills | * Good communication skills with a warm and friendly manner * The ability to present and communicate new ideas to a range of age groups * Excellent general IT, administrative and organisational skills * Excellent written English, with the ability to write for a wide range of audiences * Self-motivated with the ability to work independently and as part of a small team |  |
| Application procedure: |  | |
| The Museum is an Equal Opportunities Employer committed to equality, diversity and inclusion and welcomes applicants from all backgrounds  This post requires an enhanced DBS check.  Applications in the form of a CV and supporting letter, together with the names and addresses of two referees, should be emailed to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk).  Please also indicate where you saw the advertisement.  The closing date for applications is **Monday 14th June 2021.**  **Interviews will be held during the week beginning 21st June 2021.**  Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Culture, Media and Sport. Website: [www.soane.org](http://www.soane.org) | | |