

THE STORY MUSEUM

Head of Learning
Recruitment Pack 2026

About the Story Museum

The Story Museum celebrates the power of story in all its forms - in our exciting building in central Oxford and out in schools and the community. Since opening in its current form in May 2021 we have welcomed over 420,000 visitors to our immersive spaces.

We create imaginative, immersive exhibitions and events that invite our visitors to explore stories in all forms drawn from across time and around the world. This amazing public venue includes story themed Galleries aimed at the over 5s, Small Worlds for the younger ones and a Magic Common Room classroom for our school visitors. Our commercial spaces include the WoodShed theatre, venue hire spaces, birthday party rooms, a café and a gift shop.

Our Learning Team reaches more than 15,000 children and young people annually through a combination of museum-based learning experiences and outreach delivery. Over 12,000 students aged 3–18 participate in gallery tours and story workshops at the museum, while a further 3,000 are reached through programmes delivered across Oxfordshire and neighbouring counties. Our flagship funded programme, *Spellbound Schools*, establishes long-term partnerships with schools in areas of socioeconomic disadvantage, providing repeated access to high-quality cultural experiences, teacher professional development, and Reading for Pleasure initiatives that support literacy, aspiration and wellbeing.

Our vision is a world where young people can discover, shape and share great stories.

Our mission is to transform young lives by bringing stories of all kinds to life - through exhibitions, events and learning programmes, at our museum and beyond, inspiring creativity, literacy and wellbeing.

Links to find out more:

- Our website: www.storymuseum.org.uk
- What's On digital brochure April to July 2026: [Museum Pricing | The Story Museum](#)
- Our resource for educators, parents and story explorers: <https://1001stories.co.uk/>
- A film about our Learning Programme: <https://bit.ly/4uLE2m9>
- A film about our work tackling inequalities through stories: <https://bit.ly/4uLDQDr>

'The Story Museum in Oxford aims to inspire young minds with the power of storytelling, bringing tales to life'

The Telegraph,
Nov 2025

'A gem of place'

Instagram post
Jan 2025



Job Description

Job Title:	Head of Learning
Salary:	£40-£42,000 per annum FTE
Contract:	part time (0.6FTE) permanent
Hours:	22.5 hours. Weekend and evening work may be required, for which time off in lieu will be given.
Location:	Flexible working arrangements considered.
Usual place of work:	Rochester House, 42 Pembroke St, Oxford OX1 1BP and places relevant to the delivery of the activity programme.
Reporting to:	CEO/Museum Director
Line Managing:	Learning Manager, Story Leaders
Working with:	Senior Management Team
Benefits:	Travel loan allowance Cycle to work scheme Employee assistance programme Complimentary tickets 20% discount in the Museum's shop & café Potential for relocation allowance

Main purpose of the role

Strategic Programme Leadership: Lead the development and delivery of the 26-29 Learning Strategy linked closely to the museum's strategic objectives

Leading the Learning team: Lead the work of the Learning team to deliver effective, high quality and sustainable work with schools, achieving annual trading company financial targets, to contribute towards the Museum's charitable objectives and overall sustainability.

Learning throughout the museum: Collaborate with the Creative Programme Team to inform the development of The Story Museum's wider programme of exhibitions, events and participation projects, supporting informal learning, creativity and engagement across the museum's activities.

Planning and Development: Develop learning assets and overall approach, within educational settings, the Museum and offsite settings. Seek and manage opportunities and partnerships to share this work with the wider education, cultural and heritage sectors, our local authority, relevant funders and project deliverers.

Senior Management: Play an active role as a Senior Manager, developing the Museum's overall policy, strategy and financial planning and promote effective management across departments.

'That was the best school trip I've ever been on. The students were so engaged, their minds buzzing with ideas – the stories they know and love so close that they could touch them.'

Cheam School



Main responsibilities and duties

Leading the Learning team:

- Lead the learning team on the delivery of all learning aspects of the Museum's Activity Plan annually.
- Lead on the delivery of the CPD offer in schools and other educational settings.
- Feed into the monitoring, evaluation and communication of the effectiveness of our programmes internally and externally, commissioning external evaluations where appropriate.
- Ensure we and others continually learn from experience, update our resources, review our understanding of best practice, and encourage information exchange to support wider adoption.
- Develop new and sustain existing partnerships with the formal and informal education sector, including early years providers, schools, colleges and universities, cultural organisations, youth and other community organisations in order to provide opportunities for learners to encounter our story heritage.
- Manage the Learning Manager and ensure that - in line with available resources - they are equipped to deliver the approved learning and participation programme.
- Line-manage team members, carry out quarterly PDRs, identifying formal training or development needs where appropriate.
- Ensure that good practice is observed at all times, appropriate targets and priorities are set, budgets and deadlines are met and everyone is kept informed and motivated.
- Backfill for the Learning Manager if required.

Learning throughout the museum:

- Collaborate with colleagues in Creative Programme team, Visitor Services, advising on approaches to learning and designing sessions and designating staff where necessary.
- Advise on the educational components of exhibitions and events, on consultation and participation processes, and on the production of activities for visitors.
- Engage as part of the Museum's collection panel, meeting regularly and deciding on which objects and stories should form part of the Museum's collection.
- Work with colleagues to oversee the development of web learning content as part of 1001 Stories on-line.

Planning and Development:

- Lead on designing all learning aspects of the Museum's Activity Plan annually
- Develop and lead the Story Museum's strategic approach to teaching and learning, as well as feeding into the overall creative programme vision and strategy.
- Develop creative and achievable responses to dynamic opportunities and take a lead on delivering and managing these.
- Design and develop the Story Museum's distinctive approach to learning and teaching, developing a programme relevant to children and young people from early years through to KS3 and beyond
- Consult with educational and sector colleagues, academics and practitioners and children and young people, to draw on their expertise and guidance, to inform aspects of the Learning approach and provision.
- Develop, produce and commission learning resources for our website and specific programmes as required.
- Keep abreast of developments in educational theory, policy and practice including national curriculum.
- Ensure all Story Leaders are delivering consistently to best practice.

Senior Management:

- Be the Deputy Safeguarding Lead for the Museum
- As a member of the museum's Senior Management Team, contribute to the development of overall policy, strategy and financial planning and promote effective corporate management across departments.
- Act as a champion for the role of story in education, representing the museum locally, nationally and internationally on learning and engagement issues, preparing papers or articles, running training courses and attending and speaking at conferences.
- Report to the Story Museum Board and Committees as required and attend meetings as necessary.
- Prepare departmental budgets in collaboration with the director and finance team, monitor spending against budget and authorise and account for expenditure.
- Actively engage with Story Museum donors and supporters through stewardship activities, attending meetings, events and presentations as required.
- Contribute as required to annual reports and returns for funding bodies.
- Assist the Fundraising Team to identify prospects and funding opportunities and to prepare funding applications to support the Learning and Participation programme.

Trading Company

- Prepare bi-annual reports for the Trading Company with the Head of Finance
- Work with SMT to design and set yearly targets for the Trading Company
- Liaise with the Trading Company Board members as necessary and attend Trading Company meetings.

Other

- Attend other meetings as required including weekly Operations Meetings, All Team Briefings & Training sessions.
- Support the whole office team by answering the telephone and managing enquiries and ticket sales.
- Fire Marshal and Paediatric First Aider responsibilities (training will be given).
- Adhere to health and safety legislation and task specific procedures. Ensure that Learning Team activities are risk assessed and suitably documented.
- To adhere to, and actively contribute to all Museum policies, including Equalities (diversity, access and equal opportunities), Environmental Sustainability and Health & Safety.
- To proactively engage with The Story Museum's values and organisational objectives
- Travel within and without usual working hours may be required.
- This job description is a guide to the nature of the work required and is not wholly comprehensive or restrictive.



Person Specification

Criteria	Level required	Assessed
Skills & Knowledge		
Experience of designing, delivering and evaluating high quality, dynamic and imaginative learning sessions for under 18s and adults	Essential	Application and Interview
An understanding of the learning needs of existing and potential museum and arts audiences.	Essential	Application and Interview
Experience of working with primary, secondary and SEND schools from a range of diverse backgrounds	Essential	Application and Interview
A teaching qualification or equivalent professional experience	Essential	Application
A good knowledge of current UK educational policy, theory and practice.	Essential	App & Int
Excellent negotiation, social and influencing skills and the ability to communicate clearly and persuasively when speaking or writing and representing the Story Museum at all levels.	Essential	Interview
Experience in a leadership role within an educational or cultural institution, with demonstrable success in managing learning programs and teams.	Essential	Application and interview
Strong leadership and team management skills, with the ability to motivate and develop staff to achieve their full potential.	Essential	Application and interview
Strategic thinking and planning skills, with the ability to contribute to the development of organizational policy and strategy.	Essential	interview
Experience in budget management and financial planning, including preparing budgets and monitoring spending.	Essential	Interview
Oral storytelling skills	Desirable	App and Int
Creativity and confidence in developing engaging imaginative learning experiences with and for young people	Essential	Application and Interview
IT skills ideally including MS Office, Outlook, Word, Excel, PowerPoint and experience of databases.	Essential	Application
An interest in heritage, collections and interpretation	Desirable	Application
Attitudes & Behaviours		
Ability to keep calm under pressure, use initiative and adapt to changing situations	Essential	Interview
Knowledge of, and enthusiasm for, literature especially children's.	Essential	App and Int
Excellent organisational skills, balancing busy workloads and tight deadlines	Essential	Application and Interview
Roles & Relationships		
Highly personable with a proven ability to manage and build relationships with a diverse range of people	Essential	Application and Interview
Capacity to be flexible around working days	Desirable	Interview
This post requires a detailed understanding of best safeguarding practice will require a DBS check	Essential	Post offer

General Information

Equality, Diversity & Inclusion

The Story Museum is committed to increasing the diversity of our creative programme, workforce and audiences to ensure the highest quality and impact of our work. As part of this commitment, we particularly welcome applications from people currently under-represented at our organisation and the wider sector. This includes people from the Global Majority specifically the African diaspora, South, East and South East Asian diaspora; people with disabilities including neurodivergence; people from the LGBTQIA+ community; and those from socio-economically disadvantaged backgrounds. Our recruitment process is designed to offer fair access to employment at the Museum and uses all permissible measures outlined in the Equalities Act 2010 to increase the diversity of our workforce.

We will interview at least the highest scoring applicants who identify with one or more of these communities. Please state in your covering email if you would like to be considered for interview under these conditions (you do not need to explain why).

As a disability confident employer, we are committed to inclusive and accessible recruitment, this includes making reasonable adjustments throughout the recruitment process for people who have a disability. If you would like us to provide recruitment information or application documents in an alternative format, please contact us on 01865 790050 or via recruitment@storymuseum.org.uk providing details of the job you are applying for and how we can help.



Data Protection

Information provided by you as part of your application will be used in the recruitment process. By signing and submitting your Personal Statement you are giving your permission to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. A copy of the Story Museum's Privacy Notice for Job Applicants is available to download on the Vacancies page.

Work Permits

Under the Asylum and Immigration Act 1996, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

References and Certificates

In the event of a conditional offer of employment being made, we will take up references and where applicable (and as identified on the Job Description) a DBS check will be made, prior to the offer being confirmed.

Application & selection process

The Story Museum uses a range of selection methods in order to provide candidates with a variety of opportunities to demonstrate their suitability for the role. Using these different methods promotes equal opportunities throughout the selection process and helps us to identify the most suitable person for the role.

Methods of selection vary depending on the role requirements however each vacancy is listed with a detailed specification which forms the framework for the selection process. Each criteria on the Person Specification is categorised as being Essential or Desirable and is followed with details as to how and when during the selection process the criteria will be assessed. Internship & Apprentice person specifications are listed but are less prescriptive and do not include these criteria.

Pre-Application visit

Two complimentary tickets are available for you to make a visit prior to application or interview. Please contact recruitment@storymuseum.org.uk or 01865 790050 and your visit time will be booked confidentially.

Application

The Application and other supporting documentation need to be returned by the deadline: **10.00am Monday 23rd November**

How to complete the Personal Statement: This is your opportunity to help us understand how you meet the requirements of the tasks and responsibilities outlined in the Job Description. You need to refer to the Person Specification and for each criteria that is identified as being assessed via 'Application' please explain why you think you would perform well in this job using examples from your experience (these may be through work, volunteer or other life experiences). Your examples and evidence will be rated and the highest scoring applicants will be shortlisted for interview. If you would prefer to submit your personal statement as a short film – maximum 5 minutes – that is also fine.

Curriculum Vitae: We use your CV to contextualise your Personal Statement but unless stated we do not use it as part of the initial shortlisting process.

I just wanted to email to say thank you for the amazing experience you provided for our students last week. Our workshop leader tuned into the group so easily and was so gentle and encouraging that even our very reluctant learners were open to having a go. Many wrote more than I have ever seen them write independently!

Oxford Montessori Forest Farm School

Interview

Interviews will be held in person in Oxford.

Questions will be based on the criteria listed as 'interview' on the Person Specification and the question framework will be shared in advance to enable you to prepare responses. Details of the interviewers will also be shared in advance.

Re-imbursement of reasonable travel expenses will be considered.

Assessment Task

- Assessment tasks are designed specifically for the vacancy and may be practical, desk-based or a combination of both.
- An overview of the task will be shared in advance.

How to Apply

Complete the relevant documents:

- 1) CV
- 2) Personal Statement
- 3) Recruitment monitoring form

Rename the documents with your name and the job reference given at the top of the Personal Statement.

Email to: recruitment@storymuseum.org.uk

Closing date for applications:	10.00am Monday 23 rd November
Notification:	Monday 30 th November
1 st Interviews	w/c Monday 7 th December
2 nd Interviews (if held)	w/c Monday 14 th December

We endeavour to contact all applicants but if you do not hear from us by the notification date you may assume that you have not been selected for Interview.

If you have any questions that are not answered within this information pack then please do not hesitate to get in touch with Sarah Fussell, Deputy Director, sarah.fussell@storymuseum.org.uk.



THE STORY MUSEUM

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www.storymuseum.org.uk
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