

## Job Description

<b>Job Title:</b>	Head of Learning
<b>Salary:</b>	£33,000-£35,000 PA FTE
<b>Contract:</b>	part time (0.8) permanent
<b>Hours:</b>	30 hours per week. Weekend and evening work may be required, for which time off in lieu will be given. Flexible working arrangements considered.
<b>Location:</b>	Rochester House, 42 Pembroke St, Oxford OX1 1BP and other places relevant to the delivery of the activity programme.
<b>Reporting to:</b>	Director of Creative Programme
<b>Line Managing:</b>	Learning Manager, EYFS Coordinator
<b>Working with:</b>	Story Leaders, Learning Interns, Story Guides, SMT

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### Main purpose of the role

1. **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.
2. **Learning throughout the museum:** Work as a part of the Creative Programme Team, to inform the design and development of The Story Museum's wider curated programme of exhibitions and events, while leading on aspects of the visitor experience, with a focus on public storytelling within the galleries.
3. **Planning and Development:** Develop learning assets and overall approach, within educational settings, the Museum and corporate 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.
4. **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.

### Main responsibilities and duties

#### 1. 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 EYFS Co-ordinator 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.

## **2. Learning throughout the museum:**

- Collaborate with the participation team, advising on approaches to learning and designing sessions and designating staff where necessary.
- As a part of the learning team, advise on the educational components of exhibitions and events and on consultation and participation processes. Ensure that exhibition design and interpretation are informed by educational best practice and will engage target audiences
- Engage as part of the Museum's collection panel, meeting regularly and deciding on which objects should form part of the Museum's collection.
- Work with colleagues to oversee the development of web learning content.
- Work with colleagues in the development of the online 1001 collection.
- Be an active part of action groups, specifically Ambition & Quality, feeding in insight, openness, and learning.

## **3. 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 undergraduate level and test it with participants at each stage.
- Work with members of the Executive Team to design and set yearly targets for the Trading Company
- 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 trained in this approach and delivering consistently to best practise.

#### **4. Senior Management:**

- 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 as required and attend meetings as necessary.
- Prepare departmental budgets in collaboration with the directors 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.

#### **5. Other**

- Attend other meetings as required including weekly Operations Meetings, Monthly Team Briefings & Quarterly 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.