



The Stained Glass Museum

The South Triforium, Ely Cathedral, Ely, Cambridgeshire, CB7 4DL

www.stainedglassmuseum.com

JOB DESCRIPTION

Learning Officer – part-time job share

EO18

OVERALL PURPOSE OF THE JOB:

The Learning Officer is responsible for devising, developing and delivering the Museum's formal and informal learning activities for a wide variety of audiences, including schools, adult and special needs learners, and families. This primarily involves organising and leading school visits, developing educational workshops and activities, learning materials, teaching aids and loans boxes linked to the National Curriculum for all key stages (principally Key Stages 1-2). The post is based at the Stained Glass Museum, although the Learning Officer will occasionally be required to undertake outreach work outside of the Museum.

MAIN DUTIES AND RESPONSIBILITIES

Learning Programme

- Responsibility for the design and delivery of the Museum's learning activities, both formal and informal.
- To design and develop teaching resources and outreach activities for school visits and informal family learning.
- To facilitate and lead school visits and related educational workshops and activities at the Museum for all key stages (principally Key Stages 1-2)
- To keep abreast of developments in the National Curriculum as well as new learning tools and strategies

Administration

- To manage and co-ordinate school visits, including taking bookings (gaining permissions for visits and coordinating with other museums/attractions where necessary) completing risk assessments and invoicing for visits.
- To manage the education department budget each financial year, and keep good financial records including receipts of all expenses and payments received for budgeting purposes.
- To set the Education budget in conjunction with the Curator.
- To apply for grant funding to enable further education projects to take place
- To collate school visits data for benchmarking purposes and analyse and evaluate this data where necessary.

Benchmarking and Evaluation

- To keep as accurate as possible records of school visits, numbers, ages etc for benchmarking purposes
- To undertake consultation with schools and other partners to gain feedback and identify areas for improvement.

Marketing

- To promote and market the Museum's educational outreach and activities to schools and other formal and informal learning groups throughout the year using leaflets, websites and other forms of communication.

Strategy

- To support the Curator and Trustees in the strategic development of the Museum where necessary.

Networking and Advocacy

- To promote the Stained Glass Museum as a key learning resource and centre to the wider public
- To liaise with teachers and network with local schools and other education and learning officers in the museum and heritage sector to build on, maintain and develop established links and networks with local schools and other relevant organisations.
- To attend relevant internal and external meetings, e.g. Cambridgeshire Heritage Education Group (CHEG).

Health & Safety/Safeguarding

- To carry out risk assessments for all educational activities and report Health and Safety concerns to the Curator or appropriate member of staff/Trustees.
- To attend training sessions to keep informed about Safeguarding, Health and Safety
- To act as the Safeguarding Officer for the Museum
- To advise the Curator and Trustees on any changes relating to Safeguarding

Volunteer management

- You will also be expected to manage and recruit a small team of volunteers to help deliver the Museum's learning programme. You may also, from time to time, be responsible for supervising work experience students.
- As part of this volunteer management you will be expected to brief and train volunteers appropriately and responsibly, to maintain volunteer agreements and record volunteer hours.

Reporting Structure

The Learning Officer is line managed and supported by the Museum's Curator and provides a written report to the Museum's Trustees on a quarterly basis. The Stained Glass Museum's Learning Officer will need to work closely with Learning/Education Officers at both Ely Cathedral and Ely Museum to organise and deliver combined school visits to the Stained Glass Museum and one or both of these attractions.