

JOB DESCRIPTION



Job Title: Schools Officer: Teaching and SEND (part-time 4.5 hrs on a Friday)

Division: Learning and Visitor Experience

Department/Section: V&A Museum of Childhood/ Learning

Reporting to: Formal Learning Manager

Background

The Museum is a branch of the V&A and holds the nation's finest childhood collections, including toys and games; dolls' houses; dolls; puppets; children's clothing and furniture dating back to the sixteenth century. The Museum opened in 1872, and general admission is currently free. Our visitor numbers have steadily increased since major refurbishment in 2006 which included the creation of the Clore Learning Centre with two teaching rooms and an expanded lunch and cloak room. During 2016, the Museum attracted over 460,000 visitors.

Alongside the permanent displays and a series of temporary exhibitions, the Museum runs a comprehensive Learning Programme for schools, families, community audiences and adults. We are a child-friendly museum, incorporating hands-on exhibits and activities throughout the building.

At present, the Museum's Schools' Programme services over 60,000 school visitors each year. Teaching sessions are delivered to over 25,000 school visitors in two classrooms within the Clore Learning Centre. All sessions are based on lesson plans, devised in collaboration with the Formal Learning Officer, which support the 2014 National Curriculum and the curriculum in academies and independent schools.

The two classrooms have interactive whiteboards which are used in the teaching sessions. In addition to the self-guided visits and teaching sessions, the Formal Learning Team offers an SEND programme, Spotlight (gallery) Talks, outreach visits to hospital schools, a programme for 6th forms, colleges and universities, international visitors and CPD for teachers.

Purpose of job

The Schools Officer plays a key role in the delivery and development of the Museum's Formal Learning Programme for primary school children. S/he is expected to deliver teaching sessions on a Friday and maintain and develop teaching resources.

The post holder also plays a major role in the Museum Quiet Day programme and the development and maintenance of resources for children and young people with special educational needs and disability.

Main tasks during school term times

1. Deliver teaching sessions, following set lesson plans, to visiting school groups (Foundation Stage to KS2).
2. Maintain learning resources, including sourcing and purchasing objects and equipment and ensure safe storage for learning collection objects. This includes resources developed for SEND learners.
3. Play a major role in the Museum's Quiet Days programme for groups from special schools and units. This includes working closely with other SEND Educators, booking schools and units, building relationships with SEND coordinators in London-based schools, identifying areas of additional support, conducting evaluation and making necessary improvements.
4. Supervise volunteers and interns, providing relevant training as required.
5. Supervise OPA staff (Outside Professional Assistance) working as educators on the programmes for schools, providing relevant training as required.
6. Effectively liaise with the Learning Administrator, OPA educators, and Front of House staff on a daily basis to ensure the smooth running of teaching sessions, the Clore Learning Centre and events related to the formal learning programme.
7. Ensure sessions are evaluated and that feedback is acted upon.

Tasks during non-teaching periods

8. Report half termly to the Formal Learning Manager.
9. Support the development of our SEND offer to schools, including the creation of learning resources and teaching sessions and training Front of House staff on best practice.
10. Compile data about the SEND offer to schools for reports as requested.
11. Remain up to date on SEND and health & wellbeing agendas in museums

At all times

12. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
13. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
14. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and

actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.

15. Carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential requirements

1. A schools teaching qualification (PGCE or degree) or equivalent in a relevant subject area.
2. Demonstrable experience of leading hands-on education sessions in either a school or museum environment.
3. Demonstrable experience of developing and delivering sessions for children with a special educational need or disability.
4. Experience of working with foundation stage/primary school audiences.
5. Experience of using interactive whiteboards and good computer skills.
6. Excellent interpersonal skills and the ability to work in a team.
7. Highly articulate and have excellent presentation and communication skills.
8. Well organised with exceptional time keeping.
9. Awareness of issues of cultural diversity and social inclusion in relation to learning provision for schools.
10. Good administration skills and an understanding of the importance of paying attention to detail.

Desirable requirements

11. Up to date knowledge of the National Curriculum/P levels and an understanding of wider policies and initiatives that affect schools.
12. Clear understanding of SEND in relation to schools and museum learning provision
13. An understanding and passion for learning as it relates to museums and objects.
14. In interest in the themes of childhood as they relate to the Museum.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 4.5 per week. The working hours are 9.15 – 14.45 on a Friday; negotiable during holiday periods.

The FTE salary for this role will be £21,900 - £25,079 per annum, pro-rated to £8,821 - £10,101 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays pro rata

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Childcare Voucher Scheme

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

Closing date for receipt of applications is midnight 05 May 2017.

Interviews to be held on 15 May 2017.

Interview expenses will not be paid unless there is a prior agreement.