



Job Title: Schools Learning Manager
Section: Learning and Volunteering
Reports to: Head of Content
Responsible for: Two Schools Learning Officers, one Learning Bookings Assistant, one Learning Assistant, casual tutors and volunteers
Hours of work: 35 hours per week, Monday to Friday.
Salary: £34, 582 p.a rising to £35,287 after probation.

The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share. We are inclusive, inspiring, generous and fun.

The Schools Learning Manager is integral to the delivery of this vision, translating it into inspiring learning activity for schools and other formal learning audiences. They lead a busy and talented team, and apply their passion, knowledge and experience in learning theory and practice to guiding the direction, content and delivery of the schools programme.

A particular responsibility of this post is face-to-face teaching which harnesses the learning potential of the Horniman's diverse collections, temporary exhibitions, displays and gardens.

Main purpose of the job

To support the operational delivery of our schools sessions, providing an informative welcome for booked school groups and assisting with practical aspects of their visit.
To support the delivery of our programming for families during school holidays.
To play a key role in the administration and maintenance of the Handling Collection.

The Reset Agenda

The Horniman's Reset Agenda was developed in 2020 in response to global issues of social and environmental justice and the coronavirus pandemic. Its priorities are:

1. Consult people and work in partnership
2. Address the history and legacy of the Horniman business and institutional collecting
3. Engage wider audiences through programming and communications
4. Enhance our digital capabilities
5. Diversify staff and volunteers
6. Make the Horniman greenhouse gas neutral and more biodiverse
7. Maximise income generation

Team description

The Content team comprises experts in our collections of Anthropology, Musical Instruments, and Natural History, and in schools learning, community engagement and volunteering. Their collaboration and expertise helps tell stories emanating from our collections to our visitors in ways that achieve our mission and priorities.

The Schools team apply their passion, knowledge and experience in learning theory and practice to guiding the direction, content and delivery of the schools programme. Three teams (Community Learning, Schools Learning, Volunteering) are collectively responsible for the care and management of the Handling Collection, numbering over 3,500 objects. It is probably the best in the country and forms the heart of the learning and volunteering programmes.

Main responsibilities

Programme development and delivery (55%)

- Oversee the activity planning, delivery, marketing and monitoring of a broad range of learning sessions and resources for formal learning audiences, to meet annual targets.
- Lead on the evaluation and reporting of schools learning activity.
- Oversee the delivery of the schools booking and enquiry service.
- Manage the daily operations for receiving and teaching high numbers of school learners per day, including working with other departments to manage the systems, spaces and resources involved.
- Deliver high quality hands-on learning sessions, using the Handling Collection, for school groups from EYFS to Post-16, across collection themes. Typically deliver sessions 2 days a week during term-time.
- Develop and manage projects to ensure access to the service for underrepresented groups, e.g. SEND groups.

Team and resource management (40%)

- Inspire enthusiasm and creativity in the Schools Learning team and in the learners who use the service.
- Develop team and individual work plans and support development needs in the Schools Learning team.
- Monitor budgets and income, maintain accurate financial records and advise on the level of resources needed to carry out planned programmes.
- Support the future sustainability of the Horniman Museum through contributing to fundraising, revenue generating and other enterprising strategies.
- Oversee the management and maintenance of an extensive Handling Collection of around 3500 objects.

Advocacy (5%)

- Establish and maintain relevant networks and contacts, to share our learning, build partnership projects, and keep abreast of developments in learning practice and theory.
- Contribute to cross disciplinary Museum teams, for example the Operations group, Safeguarding Group and exhibition development project teams.

General Responsibilities

- Act in a professional manner and uphold the Horniman's Code of Conduct.
- Follow and promote safe systems of work and observe health and safety regulations.
- Any other duties that may be required to ensure the effective running of the section.

Specific Requirements

This position requires an enhanced DBS (Disclosure and Barring Service) check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum's staff and the collection.

Job activities may vary and evolve over time to meet business needs.

PERSON SPECIFICATION

Minimum Shortlisting Criteria

Knowledge and Experience

1. Substantial experience of teaching or developing programmes for school children between the ages of 4 and 16 years, in a cultural, environmental or schools setting.
2. Knowledge of current statutory education requirements and initiatives from Early Years to Post-16.
3. Demonstrable management experience, able to effectively manage the performance of others and inspire and support a team of motivated learning professionals.
4. Demonstrable experience of using physical things as a basis for learning, enthusiastic about working with museum collections and willing to learn and develop skills in this area.

Skills and Abilities

5. Excellent standard of written communication.

Additional Shortlisting Criteria

Knowledge and experience

6. Experience of evaluating, advocating for and reporting on the impacts of learning programmes.

Further Selection Criteria – to be tested at interview

Skills and Abilities

7. Ability to organise own workload, to manage budgets, multiple tasks and deadlines, and devise and deliver a work plan.
8. Confident using MS Office, databases and booking systems.
9. An appreciation of the importance of access and diversity, and an understanding of how it relates to the role.
10. Excellent verbal and interpersonal skills, with the ability to build effective working relationships both internally and externally.

Personal Attributes

11. Willingness to work flexibly to achieve corporate objectives
12. Commitment to own learning and professional development