

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Place	SERVICE GROUP: Museums & Galleries
POST TITLE: Learning Officer	REPORTS TO: Learning & Outreach Manager
GRADE: SO1/2	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

To lead the education programme for Bradford Museums and ensure it is delivered to target, on budget and that all programmes are delivered to a high standard, meeting both curriculum and stakeholder outcomes.

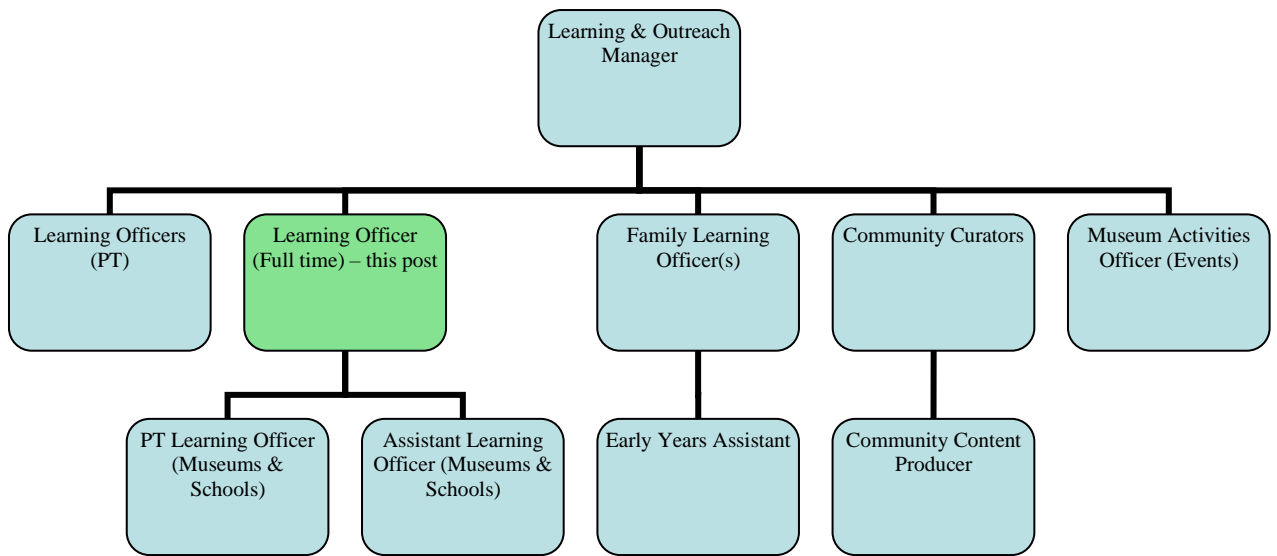
To foster strong relationships and work in partnership with teachers and other key stakeholders to deliver museum education projects and ensure that Bradford Museums' education resources are utilised to deliver good learning outcomes for children and young people across the District.

Continuously evaluate and enhance the education programme. The overall goal is to ensure children and young people are inspired by the Museums' vast collections to develop a love of learning and a sense of investment and pride in their shared local heritage. This is achieved through activities and experiences which are personal, relatable and meaningful.

Main Responsibilities of Post:

1. Manage the school and education booked group programme. Produce regular reports and evaluation for senior leaders, members and funders.
2. Lead the education team to develop and deliver National Curriculum-related programmes of activities, workshops, digital and in-class resources for schools relating to our core collection.
3. Manage a small team of education staff. Manage the pool of freelance artist/educators. Lead on work experience programmes for young people aged 14-16.
4. Ensure all work undertaken (by you or the team you manage) meets high quality standards and is thoroughly risk assessed. This includes all work with freelance teams and contractors responsible for delivering the education programme.
5. Ensure that all aspects of you or your team's work are inclusive and accessible, and that learning resources, programmes and material meet equality and diversity standards.
6. Manage the education booked group budget and associated income and funding streams including relevant external funding. Ensure that activities and programmes are delivered on budget and that education booked group targets are achieved, including income.
7. Maintain an up-to-date knowledge of the sector (formal and informal learning) particularly with respect to changes in the National Curriculum and cascade this knowledge to the wider learning team. Work closely with curriculum leaders in schools and education settings to test and assess the effectiveness and relevance of education programmes.
8. Lead the team through innovative planning and development for activities linked to the exhibition programme including the large-scale Bradford 2025 exhibition programming. Evaluate and report on the effectiveness of programmes.
9. Lead a teacher and trainee teacher heritage learning and CPD programme. Work with a wide range of schools, colleges and SCITTs to develop programmes and networks. Ensure the schools offer is promoted via the website, social media and other mailings or meetings.
10. To represent the Museums and Galleries service as required. To advocate for the work of the service at local, regional and national conferences.
11. To carry out any other duties appropriate to the post and in line with the needs of the Service.

Structure:



Special Knowledge Requirement: Will be used for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	X
Carries out the working practices, procedures and basic operations across a specialist area (education in museums).	
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work (including writing own risk assessments.)	X
Uses a wide range of basic computer applications competently	X
Knows the costs for products and services within own area of responsibility.	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources	X
Secure working knowledge of the National Curriculum and how this relates to education in museums and galleries.	X
Knowledge of how to evaluate own areas of work effectively.	X
Knowledge of current issues relating to museum learning.	X

Relevant experience requirement: Will be used for shortlisting.

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.

Recent experience in a museum and gallery education environment including direct teaching of school children between 5 and 15 years old or relevant extensive

experience teaching with in depth knowledge of informal learning. Sound knowledge of the National Curriculum.
Experience of managing staff, volunteers or freelancers in a museum or education environment.
Experience of budget management.
Experience of report writing for internal and/or external stakeholders.
Able to work in partnership with other departments, organisations or key stakeholders.
Able to present effectively to a range of audiences.
Relevant professional qualifications requirement: Will be used for shortlisting.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
The post holder will need a satisfactory Enhanced DBS check. A driving licence and access to a car is essential as the post is across four museum sites and travel between each is frequent.		
Compiled by: Vicky Clifton / Emma Reimer Date: 18-06-2024	Grade Assessment Date:	Post Grade: S01/S02