



Learning Officer

Application Pack

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| SALARY: | £24,000 p/a |
| HOURS: | Full time (temporary 4 month contract with possibility opportunity for permanent role) Monday-Friday with some weekends (39 hours p/w) |
| LOCATION: | Camden, London (occasional travel required) |
| REPORTING TO: | Senior Learning Manager |
| ANNUAL LEAVE: | 20 days for each full year worked, rising by 3 days after 2 years and then an additional 1 day per year to a maximum of 30 days, plus statutory days and Jewish holidays |

This application pack contains the following information:

1. Job description
2. About the Jewish Museum London
3. How to Apply
4. Equal Opportunities Policy

1. Job Description

The Jewish Museum London is looking for a dynamic and experienced museum learning professional to join our thriving Learning Team in the role of Learning Officer.

The Jewish Museum London Learning Team has an award winning learning offer for schools and a developing and ambitious informal learning programme. Last school year the Learning Team facilitated over 20,000 student school visits to the museum alongside a vibrant family programme. The Learning Team is now looking to extend our learning offer in the museum as well as reaching beyond the museum's walls and into schools and community groups as part of a wider outreach programme.

Learning Officers work as part of a team to deliver, develop and extend the learning programme for primary and secondary schools, as well as informal learning activities, creative workshops, outreach and some work with adult groups. Each Learning Officer has responsibility for the consistent and expert delivery of the museum's award winning Discovering Judaism, Exploring History, Investigating the Holocaust and Revealing Arts programmes.

The Jewish Museum learning programme aims to develop creativity, critical thinking and communication skills with students and young people. We challenge prejudice and stereotypes and ensure our workshops meet curriculum requirements across a range of subject areas. The learning programmes draw on the Museum's wide-ranging collections and displays, and object handling is a central feature of each workshop.

Objects are used as creative springboards to engage and inspire participants with the 'real thing' and to create a sense of wonder and curiosity about the collection. The Museum's learning team passionately believe that engaging students in dialogue in a safe learning environment encourages children to develop enjoyment and confidence in learning through objects. Our workshops are designed to encourage students to gain knowledge and understanding about Judaism, the Holocaust, immigration and to build interfaith and intercultural understanding and respect.

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Main Duties & Responsibilities

Teaching

1. Teaching primary and secondary school aged students our range of workshops across the four learning strands of Discovering Judaism, Exploring History, Investigating the Holocaust and Revealing Arts through imaginative and high quality facilitation based on museum object-led learning theory. Teaching is the primary focus of this role and will account for an estimated 80% of the role.

Project Work

2. Supporting on the Holocaust Legacy Project through the creation of resources, piloting with schools and report writing.
3. Running the Learning Team's Arts Award offer.
4. Creation of digital learning content for the Learning Portal, a teacher's resource website based on audio/visual materials created in house. Including the podcast and answering the digital anonymous questions from teachers and students.
5. Coordinating the museum's work experience programme for students. This programme focuses on engaging students, aged 15-18 years, from our local schools in line with our diversifying volunteering at the museum aims.
6. Leading on the creation and running on certain learning events or funded projects throughout the year which may include school programmes, family days or adult talks. This work requires managing events from start to finish including evaluation.
7. Developing, as required, learning programmes, resources and services to respond to relevant curriculum areas and initiatives, for example in the field of Religious Education and History.

Supporting the Team

8. To assist the Learning Assistant with the smooth running of all learning workshops and activities in the museum.
9. Actively promoting the museum's educational services in conjunction with the museum's marketing team as required.
10. Liaising with teachers, education advisers and other authorities to forge new partnerships, where appropriate, and to develop the Jewish Museum's educational services and their use by schools and other organisations.
11. Undertaking outreach work to extend the museum's educational services, including visits to both schools and adult groups as required.
12. Contributing to the compiling of reports about the learning team for existing funders, and documents aiming to secure new funding sources as required.
13. Contributing to the work and development of the Jewish Museum as part of the wider museum team, and undertaking such other duties as may be assigned.
14. Contributing to the all staff learning and development programme by running sessions as required.
15. Acting as an ambassador for the museum in a variety of situations.

Person Specification

Essential Criteria

1. Proven experience of a minimum of two years' experience working within a busy museum learning team, education environment or cultural heritage setting.
2. Demonstrable experience of leading and facilitating learning workshops with school children from a variety of schools and ages.
3. Confidence to teach the four Jewish Museum learning strands: Discovering Judaism, Exploring History, Investigating the Holocaust and Revealing Arts.
4. The ability to juggle multiple tasks with the ability to prioritise effectively
5. Experience working with and alongside volunteers.
6. Strong written and spoken communication skills demonstrated through presentations and reports.
7. Ability to communicate effectively with teachers and other external affiliates.
8. Dedicated to working with the public within a museum learning setting and a keen and proactive team player.
9. Confident using Microsoft Office.
10. A confident self-starter.

Desirable Criteria

1. Experience of teaching sensitive topics.
2. Knowledge and skills of digital learning work, in particular the creation and editing of video content.
3. Experience of work experience student placements
4. Knowledge of Arts Award.
5. Experience of report writing for funders.
6. Demonstrable experience of leading and facilitating learning workshops with informal learning groups.
7. Proven interest in the work of the Jewish Museum.

2. About the Jewish Museum London

At the Jewish Museum we play a vital role in telling the story of Jewish life, history and culture in Britain and in challenging prejudice, provoking questions and encouraging understanding.

Our mission is to surprise, delight and engage all people, irrespective of background or faith, in the history, identity and culture of Jews in Britain. Our vision is of a world where cultural diversity and the contribution of minority communities are explored, valued and celebrated, for the enrichment of society as a whole.

Our vibrant and stimulating exhibitions are central to the museum experience, These include hugely successful retrospectives on Abram Games, Judith Kerr, and Amy Winehouse. *Amy Winehouse: A Family Portrait* broke all previous visitor records, was covered extensively by media worldwide and has broken box office records whilst touring to Vienna, Israel, Amsterdam and San Francisco. Exhibitions on ceramics, the cultural history of blood, and men fashion have garnered critical praise and received 5 star reviews.

Our internationally renowned collections of Judaica and social history preserve and tell the story of Jewish life in Britain from the 11th century to today. They incorporate ritual and ceremonial objects, costumes and textiles, photography and oral history, documents relating to social and political life, prints and drawings and ephemera.

Our public programming enables us to break down barriers and reach new audiences through late openings, performances, talks, and walks. Programme highlights include hands on ceramics sessions with our Potters-in-Residence, BabyJazz performances, and visiting speakers including Judith Kerr, Michael Morpurgo, and Michael Rosen. We have recently been shortlisted for Family Friendly Museum of the Year.

Our award-winning learning programme reaches 20,000 school children each year, 95% of whom are not Jewish, helping to foster an understanding of Jewish culture they otherwise wouldn't have.

With the museum's rising profile, improving visitor numbers and expanding digital reach, we will be joining the Arts Council England's National Portfolio of funded organisations from 2018. This is an exciting time to join the museum as our reputation continues to grow and our ambitious plans for the future begin to take shape.

3. How to Apply

Please send your current CV and a cover letter to admin@jewishmuseum.org.uk with the subject line '**Job Application: Learning Officer**', explaining your interest in the post and relevant experience and qualifications.

Deadline to receive applications is by **Sunday 22nd September 2019 at midnight**

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your cover letter gives a full but concise description of the nature, extent and level of the responsibilities you have held.

Interviews will be held on Thursday 26th and Friday 27th September 2019.

4. EQUAL OPPORTUNITIES POLICY

1. Statement of Policy

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee's racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Chief Executive is responsible for the effective operation of the Jewish Museum's Equal Opportunities policy.

2. The Policy

2.1 Vacancy Advertising

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

2.2 Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

2.3 Personnel Records

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants' and employees' racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

2.4 Equal Opportunities and Volunteers

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

2.5 Service Users

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

3. General

The objectives of this Equal Opportunities Employment policy are

- To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
- Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.