



Job Description

Job Title	Schools Engagement Manager – Maternity Cover
Department	Creative Learning
Grade	D
Location	Barbican Centre and Guildhall School of Music & Drama
Responsible to	Senior Producer (Creative Learning)
Responsible for	Schools Engagement Creative Learning Apprentice

Purpose of Role

To develop and implement a strategic approach to ensure that the Barbican and Guildhall School's World Class Arts and Learning offer is made available to and engages schools and colleges from across the City, East London and nationally.

- Developing and maintaining a strong network of contacts across the City, East London and regionally, including close collaboration with local authority\ies and City and East London Cultural Education Partnerships.
- Work in close collaboration with colleagues in the Creative Learning, Marketing and Artform departments to develop models of engagement with schools, including membership schemes and the Associate Schools scheme.
- To build an in-depth understanding of schools and colleges in the City and East London and reflect their needs internally to inform the work of the Barbican Centre and Guildhall School of Music & Drama.
- Use knowledge of national education trends, strategies, curriculum and understanding of the SEN sector to inform Creative Learning Programmes, such that these can be tailored to the needs of the relevant sectors.

Main Duties & Responsibilities

1. To develop models of school engagement with Barbican Guildhall Arts and Learning programmes across East London and beyond.
2. Build and establish a network of relationships to help deliver Creative Learning's work for schools and colleges locally and nationally.
3. To strategically support the recruitment of schools and colleges onto Creative Learning programmes, identifying key geographic areas of need and ensuring provision is appropriately coordinated and targeted alongside partners.
4. Work closely with local authorities, Music Education Hubs and the City and East London Cultural Education Partnerships to develop and communicate the work of Creative Learning with local schools, and to identify and develop opportunities for schools to



engage with our on and offsite programmes, representing Barbican Guildhall Creative Learning at these and other Cultural Education Partnership bodies as appropriate.

5. In consultation with the Director of Creative Learning, identify and agree school engagement priorities with an emphasis on our local and national reach.
6. Manage the School Engagement Creative Learning Apprentice, ensuring the delivery of the schools programme to the highest standard. Coach and develop the Apprentice, setting and monitoring objectives, providing appropriate training opportunities and ensuring their learning is supported by application of good practice and appropriate HR policies and procedures e.g. appraisals, sickness absence management.
7. Engage Creative Learning Producers/ Curators and arts programmers with the needs and interests of schools and colleges, informing programming and project design/ planning.
8. Keep up-to-date with national qualifications, curriculum, trends and educational reforms, regularly advising the Creative Learning team of relevant updates.
9. Manage and deliver the specialist Teacher CPD programme, include Teach Meet and Teacher Labs, ensuring the delivery of events to the highest standard.
10. Manage and develop a specialist overview for Creative Learning's work with SEN schools and pupils with learning disabilities, working closely with the Creative Learning Producers/ Curators to ensure that projects are fully inclusive.
11. Manage and develop Creative Learning's Associate Schools programme, building and maintaining relationships with Head Teachers and teaching staff, informing programme content/ development with the Creative Learning Producers/ Curators, signposting to relevant opportunities at Barbican / Guildhall and identifying and recruiting future schools and colleges for the programme.
12. In consultation with the Director of Creative Learning, support the national expansion of Creative Learning programmes (including Barbican Box) through supporting the development of strategic partnerships with regional venues, local authorities and national awarding bodies.
13. Working closely with Creative Learning Producers/ Curators and Audience Experience, ensure a consistent customer experience on site for schools and colleges when visiting the Barbican, including workshop days, tours and school group bookings for performances and exhibitions.
14. Work with the Senior Producer to expand the careers offer for schools, including the Creative Careers programme.
15. In close collaboration with the Creative Learning/ Culture Mile Producers/ Curators, identify and develop opportunities for Culture Mile projects for schools.
16. Liaise between the Creative Learning team, schools and colleges, in order to provide information that enables evaluation of the success of projects and informs future programmes/initiatives undertaken.



17. Work with Marketing and other colleagues to communicate the Creative Learning programme, and wider Barbican Guildhall programmes to schools and colleges across East London and nationally.
18. Keep up-to-date with arts education engagement strategies and initiatives.
19. In collaboration with colleagues, devise and deliver strategic cross-cutting projects for schools in relation to the departmental Guildhall School of Music & Drama Access remit. Support colleagues with signposting school students to programmes, short courses and HE opportunities at the Guildhall School.
20. Report back, advise and action as appropriate any issues arising from schools and colleges in relation to Barbican Guildhall programmes.

General

1. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times giving due regard to the health and safety of both themselves and others when carrying out their duties.
2. Actively seeking to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
3. Undertaking any other duties that may reasonably be requested appropriate to the grade.

Person Specification

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Department	Barbican Centre and Guildhall School of Music & Drama
Grade & Level	D Level: 2
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Educated to degree level or equivalent in a relative field, or possess an equivalent level of skills, knowledge and experience (A, I)
- A good understanding of the Arts and Education sectors and the potential links between the two (A, I)
- Good knowledge of the local national qualifications, curriculum, trends and educational reforms, and the ability to use this knowledge to inform Barbican Centre/Guildhall School of Music & Drama creative learning approaches to programme strategies, including formal and informal learning and outreach activity (A, I)
- Ability to develop initiatives and schemes to maximise the engagement of schools and educational establishments with the Barbican Centre and Guildhall School of Music & Drama (A, I)
- Thorough understanding of the barriers to learning in the arts and key principles underlying effective practice in young people's involvement and participation (A, I)
- Strong knowledge of the provision and delivery of innovative creative learning activities, programmes and events within an educational setting (A, I)
- Sound knowledge of marketing techniques to effectively promote creative learning activities and programmes for schools and educational institutes (A, I)
- Experience of supervising the work of colleagues, with the ability to, guide, support and develop staff (A, I)
- Excellent oral communication skills in order to build and establish relationships with educational institutions and partner organisations, schools and with educational establishments (I)
- Excellent written skills with the ability to develop participatory educational arts and cultural initiatives and programmes in line with the education system and National Curriculum (A, I)
- Extensive knowledge of Microsoft Office with excellent word processing skills to include: Word, Excel, Outlook and PowerPoint (A, I)
- Organised, with the ability to prioritise effectively and manage more than one project at once (A, I)

Experience Required

- Significant experience of working with schools and colleges developing engagement programmes within the arts and cultural setting (A, I)
- Significant experience of working with SEN schools in particular to ensure engagement with arts programmes and events (A, I)
- Experience of facilitating in schools, colleges and other educational institutes in participatory learning and engagement activity programmes, inspired directly by the arts and creative cultural sector (A, I)
- Experience of online and print marketing with the ability to contribute to the development of creative learning marketing campaigns, write effective copy for promotional materials and utilise multimedia and digital media for promotion (A, I)
- Experience of developing networks/ partnerships with schools and other educational bodies to encourage participation in arts learning programmes (A, I)
- Experience developing monitoring and evaluation measures to determine success of participation in arts programmes (A, I)
- Experience of working within an East London context (A, I)

Other Relevant Information e.g. working hours or desirables (only if applicable)

- Candidate must be flexible and able to start work at earlier times when required, as well as managing projects on evenings and weekends

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £35,090 - £39,680 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a 1-year fixed term basis/ maternity cover.

Hours of Work

Normal hours of work are 10 am – 6 pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.