



The  
Postal  
Museum

# SCHOOLS PROGRAMME PRODUCER

## Job Description



## ABOUT THE POSTAL MUSEUM

In 2017, The Postal Museum opened a new heritage attraction in Central London, with two experiences in one. Alongside interactive exhibition galleries visitors can take a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail – for the first time in its 100-year history.

The Postal Museum tells the story of postal communication and its impact on a global society. We aim to expand access to our collections, grow an increasingly diverse audience and inspire everyone to make richer and more meaningful connections in their lives.

## LEARNING AT THE POSTAL MUSEUM

The Postal Museum welcomes around 150,000 visitors a year. The museum's five values are openness, generosity, innovation, playfulness and curiosity and staff show commitment to these values in their work.

Following a review of our schools programmes The Postal Museum has a new three-year strategy to grow our schools audiences by increasing onsite visits and expanding our outreach in London schools. We have ambitious plans to grow our reputation as a provider of quality, engaging learning experiences. The strategic vision is for our school audiences to make meaningful connections in their own lives through the stories in our collections and inspire confident communicators in the future.

## JOB ROLE

The Schools Programme Producer works within The Postal Museum’s Exhibitions, Access and Learning Team – alongside the Schools Learning Manager, Head of Exhibitions, Access and Learning, Public Programme Manager, Community Learning Manager, Exhibitions and Learning Assistant and 2 part time Learning Facilitators.

The Schools Programme Producer will take the lead to plan and deliver innovative content for schools programmes. With an initial focus on reviewing our Early Years and primary school programmes the Schools Programme Producer will test new approaches to deliver accessible and engaging learning experiences.

This is a new role in a small collaborative team. The role will work closely with Schools Learning Manager to implement the Schools Strategy 2019 – 2022. The Schools Programme Producer will split their time between content development and delivery.

It will suit a self-motivated creative thinker and excellent communicator with a passion for learning and experience of developing and delivering programmes for schools and young children. You will be expected to work independently, and train and support Learning Facilitators to deliver school programmes in the museum and outreach in schools.

This role will work four days a week including occasional weekends and evenings in return for time off in lieu.

Job title	Schools Programme Producer
Salary	£28,000k p.a. £22,400 pro rata (28 hours, four days a week contract)
Department	Exhibitions, Access and Learning
Reporting to	Schools Learning Manager
Contract	Fixed term, 1 year
Key relationships	Schools Learning Manager, Exhibitions and Learning Assistant, Learning Facilitators, Schools Volunteers
Start date	July 2019
Interview date	Friday 21 June
Main purpose	<ul style="list-style-type: none"> <li>• To take the lead to plan, develop and deliver innovative learning content for schools, review and evaluate school programmes</li> <li>• Train and support Learning Facilitators and volunteers to deliver accessible and engaging learning experiences</li> <li>• To support the implementation of the Schools Strategy 2019 - 2022 working within the context of the museum's vision, values and business plan objectives to reach target schools audiences</li> </ul>

## KEY RESPONSIBILITIES & DUTIES

- Review and evaluate existing Early Years and primary school programmes to ensure content links to our collections, supports our values and can inspire learning across the curriculum
- Take a creative lead to identify and research content for schools programmes, including themes and ideas and developing, piloting, testing and evaluating programmes and activities
- Co-ordinate and manage all aspects of schools programmes including writing scripts, sourcing handling objects, buying resources, completing risk assessments and keeping materials inventories
- Work with Visitor Experience and Box Office team to identify opportunities to improve the logistics of school visits and booking systems
- Learn and deliver The Jolly Postman Programme including planning for and delivering workshops in the museum and outreach in London schools and develop The Jolly Christmas Postman assembly for London primary schools
- Train and motivate Learning Facilitators to deliver school programmes to include co-delivery, shadowing, team observations and schedule regular training
- Research and develop interactive tours, on-gallery activities and trails. Identify new opportunities to link school programmes to the objects and stories in our collections
- Maintain an active and lively interest in developments in learning and ensure this knowledge is shared with Learning Facilitators and volunteers
- Understand and follow The Postal Museum's Access Policy to ensure learning provision is physically and intellectually accessible for different audiences
- Be resourceful to deliver programmes within delegated budgets and maintain accurate records
- Share responsibility with EA&L colleagues for upkeep and maintenance of learning spaces and storage of resources

### **Work closely with the Schools Learning Manager to:**

- Establish a creative content development approach for schools programmes working with colleagues across the museum, external partners and in collaboration with teachers and schools
- Support delivery of TPM's Schools Strategy 2019 – 2022 working within the context of the museum's vision, values and business plan objectives to reach target schools audiences
- Implement Schools Evaluation toolkit, actively review teacher feedback and numbers of school pupils and teachers engaged through on-site and outreach workshops
- Support development of funding bids to external bodies for schools programmes and projects
- Increase access to digital and web-based learning resources
- Work collaboratively with external organisations and educational partners and seek opportunities to take part in national and local initiatives, special events and host large-scale schools events
- Increase teacher engagement including teacher CPD events, teacher networks and events, teacher tours and familiarisation visits and build strong links with local primary schools
- Support Volunteering Manager to recruit and train schools volunteers
- Liaise with Marketing & Communications team to promote and raise awareness of schools programmes
- Contribute to monthly reports and attend museum-wide all-staff meetings, training sessions and other external meetings and networks deemed relevant by the Schools Learning Manager

### **Work with the Exhibitions, Access and Learning team to:**

- Support family, community and public programme events (occasional evening and weekends)
- Identify opportunities for programme content to crossover with family and community audiences

# PERSON SPECIFICATION

## EXPERIENCE

- A relevant qualification in learning, museums or equivalent experience
- Broad experience of developing innovative learning content for schools and young children including programmes, activities and resources, ideally in a museum
- Excellent research skills and proven ability to break down detailed information into content that links to the National Curriculum
- Excellent communication skills and ability to liaise with internal and external stakeholders
- Experience of working with children with special and additional learning needs and awareness of diversity and inclusion to provide accessible learning provision for all audiences
- Experience of working with teachers, educational partners and audiences to develop programmes
- Experience of managing a challenging workload under pressure and using own initiative to manage time effectively and deliver to deadlines
- Experience of budget management and delivering programmes cost-effectively

## KNOWLEDGE

- A good understanding of how children learn, and how to differentiate for individual learning styles
- A good understanding of the National Curriculum and wider policies that affect schools
- A good understanding of developments in education and learning, ideally in London schools
- Knowledge of current Health and Safety and Child Safeguarding legislation
- Interest in social and cultural history, the arts and science

## SKILLS/ABILITIES

- An excellent communicator able to support colleagues to deliver work of the highest quality
- Experienced facilitator able to adapt delivery style and approach for different ages and abilities
- Creative, imaginative and bold with the confidence to test new approaches
- Enthusiastic and committed to delivering innovative projects that demonstrate the museum's values
- Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Positive attitude, able to think quickly and make decisions in changing situations
- Flexible working style, able to work independently and manage work to meet deadlines
- Ability to maintain a positive outlook and support colleagues in the face of pressure
- Commitment to being an advocate for the museum's mission, vision and values
- Willingness to work flexible hours, including evenings and weekends, with reasonable notice
- Able to carry out light manual tasks such as moving handling objects

## OTHER DUTIES

The post-holder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone-working, etc., as advised, taking responsibility as appropriate.

Deputise for the Schools Learning Manager internally and externally as appropriate and where required. In addition to any other ad hoc duties as required by the Schools Learning Manager.

## WORKING HOURS

The working hours shall be 28 per week, exclusive of meal breaks. These are usually flexible across the week and will be agreed in advance with the line manager, in line with The Postal Museum's policies. Some out of hours working will be required to support events and weekend openings, and this will be notified in advance. Time off in lieu will be awarded in line with The Postal Museum's policy. Variations of the hours can be made at the discretion of the line manager.

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