



INFORMATION ABOUT THE DEPARTMENT

The National Gallery houses one of the greatest collections of Western European paintings in the world with more than 2,000 works dating from the Middle Ages to the early 20th century.

National Gallery Education aims to inspire learning and engagement with our collection. The programme offers life-long learning opportunities to people of all ages and levels of experience – from those new to art through to scholars. Responding to developments in the Gallery and external events, it covers:

Adult programme: A comprehensive range of free and paid events takes place each day and on Friday Lates including tours, talks, lectures, courses, creative workshops, film screenings, concerts and cross-arts events. Colloquia and conferences are also held for scholars, while a range of projects are offered to students in art colleges and film schools.

Schools programme: Offers free, tailor-made Gallery sessions for nearly 80,000 primary and secondary pupils annually. This is complemented by an extensive continuing professional development programme for teachers and a national programme working with Initial Teacher Training institutions. Our flagship initiative - *Take One Picture* encourages primary schools across the country to respond creatively to a painting and *Picture in Focus* now extends into the secondary sector.

Outreach programme: Interactive discussions and practical art projects are offered onsite and offsite to young people in hospital schools and prisons and older adults including people living with dementia.

Access programme: To ensure the collection is accessible to people with disabilities we offer interpreted, BSL-led and live-captioned talks for deaf, deafened and hard-of-hearing visitors as well as *Art Through Words* verbal picture description sessions for blind and partially-sighted visitors.

Family programme: Welcoming families into the Gallery on Sundays and holidays, we offer storytelling and interactive activities for under-5s and creative workshops, talks and self-guided audio tours and trails.

JOB DESCRIPTION

SCHOOLS OFFICER– Band 6 – Ref. EDUC/11

ROLE SUMMARY AND KEY RESPONSIBILITIES

The National Gallery houses one of the greatest collections of Western European paintings in the world with more than 2,000 works dating from the Middle Ages to the early 20th century.

The Schools Officer will contribute to the National Gallery's public programme which aims to inspire learning and engagement in our collection. The Schools team runs a varied and vibrant programme of events, courses, programmes and projects with the aim of facilitating the use of the collection to inspire critical and creative thinking and learning across the curriculum.

The main purpose of the Schools Officer role is to coordinate the Gallery's programme of facilitated school visits and to project manage teachers' events. The post is located within the Schools team of the Education Department and reports to the Head of Schools.

MAIN TASKS AND ACTIVITIES

Creative programming

- Work with the Head of Schools on the creative planning of the schools programme.
- Manage the daily schools diary, ensuring the smooth running of the on-site programme.
- Identify and book appropriate Gallery Educators and artists.
- Take schools bookings (with the Administrative Officer).
- Teach groups of children aged 3-18 in the Gallery, substituting for Gallery Educators when no replacement can be found.
- Host events and write and deliver talks within the schools programme.
- Collaborate with Digital Media to develop content for the website and other digital platforms.
- Develop learning resources for schools.

Project management

- Undertake programme planning, overseeing administration of specific aspects of the schools programme to ensure smooth operation.
- Lead on project management for particular projects, with responsibility for logistic management from conception to delivery, evaluation and reporting.
- Ensure logistics of events in the Schools on-site programme are communicated across the Gallery
- Order materials and equipment as required.

Financial management

- Manage all financial transactions for identified projects, with responsibility for raising purchase orders and processing invoices.

Communication of programme

- Contribute to communications relating to the schools programme.
- Write and proof marketing and press copy for print and digital communications.
- Brief the Information team on relevant events.

Development liaison

- Supply programme information for external sponsors and supporters and contribute to the development of funding proposals and reports.

PERSON SPECIFICATION

SCHOOLS OFFICER– Band 6 – Ref. EDUC/11

QUALIFICATIONS

- A degree in either History of Art, Fine Art or similar equivalent and knowledge of the National Gallery collection.
- Qualified Teaching Status (desirable).

EXPERIENCE AND KNOWLEDGE

- Art History: Knowledge of Western European painting, with special reference to the National Gallery's collection
- Formal learning: An understanding of education issues, the school environment and the curriculum.
- Teaching: Proven successful experience of teaching in a school or gallery setting.
- Delivery: Proven successful experience of teaching in a school or gallery setting.
- Project management: Proven successful experience of project management, preferably in a gallery or arts organisation.
- Administration and Planning: Ability to undertake administration with a close attention to detail.
- IT: Confident with Microsoft Word, Excel and PowerPoint.
- Access and social inclusion: An interest in developing and facilitating the Gallery's provision of dynamic learning experiences for **all** pupils.
- Finance: Financial management skills and ability to manage and monitor budgets.
- Digital Media: Understanding of the potential of Digital Media and e-learning and its potential to widen the impact of National Gallery programmes.

SKILLS AND ABILITIES

Planning and Delivery

- Creativity: Imagination and creativity to contribute to a world-class programme.
- Planning: Excellent planning and organisational skills with ability to work to strict deadlines.
- Strong teaching skills: ability to take a flexible approach to teaching in a gallery setting and an understanding of the theories underpinning good educational practice.
- Team work: Plan and deliver as part of a small team and contribute to aspects of the Schools programme when required.

Communicating

- Excellent verbal and written communication skills are required, as is meticulous attention to detail and to maintaining accurate records and of decisions taken.
- The ability to liaise with a wide variety of people in a number of different contexts.
- S/he will be expected to liaise with warding staff, Porterage Staff (DOC), Duty Managers and Team Leaders and other members of the Gallery staff where necessary.

Project management

- Project management skills from design, through management of partnerships, events and resources, to evaluation.
- The ability to problem solve swiftly, creatively and courteously.
- Manage all financial transactions for identified projects, with responsibility for raising purchase orders and processing invoices.

Team role

- Although working independently is an essential part of this role, team work and a commitment to collaborative working is required.

Diversity and Equal Opportunities

- Value and respect colleagues and members of the public regardless of their background, and promote a positive environment which supports equality and diversity.
- Cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

Working Hours

- The post requires some early morning and evening work to fit in with school times and teachers' availability.
- Holidays need to fit around the school calendar.

Organisational role

The post holder reports to the Head of Schools.



SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

SCHOOLS OFFICER– Band 6 – Ref. EDUC/11

Fixed Term 6 month part-time job share

Salary

This post is on the Gallery's Band 6. Salary is £24,619 - £30,846 pro rata.

Pay Review

Gallery pay bands have a minimum and maximum only and there is no guaranteed progression through pay bands. Pay increases including progression through pay bands are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

Hours

The basic hours are 14.4 a week, excluding all breaks including lunch, working on Thursday's and Friday's

Leave

The annual leave allowance is 26½ days with pay pro rata. In addition there are 9 days public and privilege holidays.

Probation

The probationary period is 3 months.

Pension

The Gallery (through the Civil Service pension arrangements) offers a choice of pension provision, giving you the flexibility to choose the pension that suits you best. Broadly the contribution rate for most new starters is 3.5% and the scheme provides a pension in line with the retail prices index and benefits in the event of ill health retirement and death.

Smoking

Smoking is strictly prohibited in all parts of the National Gallery. However, in order to meet the needs of smokers, the Gallery had decided to exercise discretion to provide two designated smoking areas outside the main Gallery buildings.

Security Screening

The appointment is subject to the Security Screening, which includes the verification of identity, employment history for the past 3 years, immigration status and criminal records. If appointed you will be subject to periodic re-screening of criminal records every 5 years.

The information above is a summary only of the contractual terms and conditions that will apply to the person appointed. The summary does not represent a contractual commitment and, if there is any variation between it and the contract offered on appointment, the contract will apply.

NON-CONTRACTUAL TERMS, CONDITIONS AND OTHER FACILITIES

Our staff café offers a range of subsidised hot and cold meals and snacks.

Staff discount of 25% on all products bought from the Gallery's shops, and on food and drinks in our public self service Café, Espresso Bar and Restaurant. Additionally, a higher discount of 50% is available on hot drinks in the self service Café and the Espresso Bar.

Free admission to our charging exhibitions and 4 complimentary guest tickets to our charging exhibitions.

Use of our library, which is not open to the general public.

Free entry or a concession at a number of museums and galleries.

Free occasional staff lectures (normally held between 9.00 – 10.00 am), which cover aspects of the Collection, temporary exhibitions and other topical subjects.

Season ticket loans - with the exception of staff on casual contracts, all staff with at least two months' service, are eligible to apply for an interest-free loan to buy a season ticket for their journey between home and work.

An employee assistance programme (EAP) providing confidential advice and support is available for all staff, and their immediate families. This service is free of charge.

Staff are able to join the Benenden Healthcare Society that works alongside the NHS and provides private medical insurance, and the HSA which is a benefit scheme that helps pay towards a variety of professional healthcare costs such as optical, dental, physiotherapy, osteopathy and hospital stays.

Staff can benefit from a 30% discount on the usual BUPACare prices

Childcare vouchers - staff who are parents can join a salary sacrifice scheme, which enables them to sacrifice a proportion of their salary each month (up to a maximum of £243 per month) in order to purchase childcare vouchers.

Vouchers are exempt from Tax and National Insurance and therefore represent a saving for employees.

Cycle To Work Scheme - staff who are over 18 years old, have successfully completed their probation period and have a contract which will run for more than 12 months from the date of implementation, can sign up to a salary sacrifice scheme which enables them to give up a proportion of their salary each month in order to hire a bicycle from the Gallery. The loan is exempt from Tax and National Insurance and therefore represents a saving for employees. At the end of the loan period, staff will have the opportunity to buy the bike for the fair market value.

TRAINING AND DEVELOPMENT

All employees make a vital contribution to the achievement of the important and challenging aims and objectives the National Gallery has set itself. The Gallery's training and development policy is based on our aim to help you to continue to consolidate and develop further the skills and knowledge you need in order to do your job and make that important contribution to our work.

The Gallery's Training & Development Manager encourages everyone to work with their line manager to identify their professional and personal development needs, planning for the future as well as making sure you've got the skills to carry out your present duties. Together we can then look for the best way to help meet those needs.

Although going on a short course is sometimes the most appropriate thing to do, there are many other types of training and development. Sometimes receiving some coaching 'on the job' is appropriate, or perhaps carrying out some research independently.

Whether or not you attend a course, the training you receive is just the starting point of gaining and developing new skills; it's when you come back to the work place and try to apply what you have learnt that the learning really begins. We encourage staff to see their development as an ongoing process and not just a series of one-off events.

Typical examples of staff development include:

- Involvement in Induction events, to give new staff some Gallery-wide knowledge and understanding of the organisation as a whole;
- Development of IT competence, both in a group and a one-to-one basis;
- Attendance at work-related conferences and seminars;
- Development of knowledge about general organisational issues such as health and safety and fire awareness;
- Financial support to gain a necessary professional qualification.
- Participation in the Gallery's Management Development Programme.

We ask for feedback from you after every training event so we can see whether you got from it what you needed. And your line manager will keep your development under review, both through your annual Performance Review and Development process and through the quarterly reviews during your period of probation.

Though we cannot do the learning for you, we are determined to help you do so while you're here.