



SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: +44 (0)20 7405 2107
EMAIL: admin@soane.org.uk www.soane.org
REG CHARITY NO: 313609

POST TITLE: Learning Officer – Fixed Term Maternity Cover

HOURS: 3.5 days a week to include Tuesdays, Wednesdays and Thursdays. This role requires ad hoc weekend work, with time off in lieu. There will be some evening and regular weekend work of approximately 2 days a month.

SALARY: £19,104 pa (FTE - £27,292)

Role Profile:

Sir John Soane's Museum is one of the country's 15 national museums. It is an exceptional work of art and education, a unique visionary accomplishment by the great Regency architect Sir John Soane (1753 – 1837). The Museum displays his collection of antiquities, furniture, models and paintings in a curatorial arrangement he established. The Museum has over 30,000 architectural drawings and a remarkable Library. Welcoming over 160,000 visitors a year, Sir John Soane's Museum is widely considered the finest house museum in the world.

During his lifetime, Soane constantly engaged with contemporary cultural life. He collected contemporary art, including paintings by living artists and he was central to the debate around art and architecture. His collection of antiquities and models formed the basis of his architectural teaching practice. He saw the museum as an engine for inspiration and creativity.

Reflecting Soane's vision, the Museum seeks to continue to broaden its audiences who visit the collection, exhibitions and events, as well as those who visit our website and digital platforms. This role is central to taking the Soane out into the world and fulfilling our mission to increase knowledge, appreciation and understanding of the Museum and its collections.

Job Purpose:

In keeping with Soane's vision that the Museum be a place of education and creativity, the Learning programme aims to inspire interest in and understanding of the Museum and its collections, as well as architecture and the arts more broadly, among people of all ages and backgrounds.

The Learning programme at Sir John Soane's Museum consists of Formal Learning for schools and Informal Learning for children and young people, families, and communities. The schools programme welcomes both primary and secondary groups to the Museum through a range of curriculum-linked sessions, as well as through live-streamed virtual visits. The families programme involves occasional drop-in workshops, day-long workshops for all ages during the holidays, family trails of the museum & temporary exhibitions and occasional EFYS programming.

For children and young people the department runs four architecture clubs annually: Building Explorers, which happens weekly during term time for our three closest Primary schools; The Young and New Architects Clubs which are run monthly on a Saturday for ages 7 – 15; and the Architectural Drawing Course which happens monthly over six sessions for 15-18 year olds.



SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: +44 (0)20 7405 2107
EMAIL: admin@soane.org.uk www.soane.org
REG CHARITY NO: 313609

For community groups, the team organise tours of the Museum and support the Operations Department in ensuring accessibility for a range of audiences. The Learning team also deliver ad hoc projects for community groups every year including working with youth charities and with local care homes on our annual Arts Space Dementia project. There is a youth panel which meets one per month, made up of members aged 15-24 who help to shape the activities, events and opportunities we offer to this age group.

The Learning team consists of the Learning Manager, a Learning Officer who looks after the schools' programme and a team of freelance educators who support programme delivery.

Key Responsibilities

6. SCHOOLS PROGRAMME MANAGEMENT

- Overseen by the Learning Manager this role is responsible for the development, delivery and administration of Sir John Soane's Museum schools' programme.
- Overseeing administration for the current programme for schools, including administrating schools bookings, organising support from the Museum's team of freelance educators. Working with the Museum Operations team to arrange access for school groups to spaces in the Museum. Ensuring that bookings are handled in accordance with the Museum's conservation guidelines and communicating with colleagues to co-ordinate with the busy Museum diary.
- Regularly running the school learning sessions in the Museum.
- Maintaining an awareness of safeguarding procedures and reporting any concerns to the Museum's designated safeguarding officer.
- Oversee the regular evaluation of the school's programme, including both qualitative and quantitative analysis.
- In collaboration with the Learning Manager develop, facilitate and evaluate the virtual offer for schools.

2. INFORMAL LEARNING

- Supporting the Learning Manager in the delivery of informal Learning activities for children, young people and families.
- Supporting administration of Informal Learning from scheduling, communication with parents, ordering art supplies, registering children, photography permission forms, purchasing equipment and materials, producing teaching resources and keeping Learning spaces tidy and organised.

3. COMMUNITIES

- Overseen by the Learning Manager, lead on the facilitation and delivery of community activities, this includes outreach sessions, virtual and in house tours.



SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: +44 (0)20 7405 2107
EMAIL: admin@soane.org.uk www.soane.org
REG CHARITY NO: 313609

4. MARKETING AND PRESENTATION

- Supporting the devising of content for Learning programme publicity; producing and mailing out information, updating web content (in collaboration with the Learning Manager).
- Maintaining and regularly updating database of schools' contacts and family contacts via Mailchimp.

5. RESOURCES, RESEARCH & DEVELOPMENT

- Management of the museum's art supplies, equipment and resources for the programme including ordering, looking after storage in the Art Room, spring-cleaning and annual stock take. Be responsible for ensuring that all necessary materials are in stock for relevant activities, are age appropriate, non-toxic and conform to the Museum's conservation policies.
- Create, maintain and organise a wide-range of teaching resources for the department including worksheets, session notes and background information on the museum and related topic.
- Alongside the Learning Manager generate new ideas for Learning projects and work closely with them to develop new partnerships and sessions.
- Have input into the Strategic Action-Plan for the Learning department, as devised by the Learning Manager.

6. GENERAL

- Alongside the Learning Manager, act as the registered first aider for all Learning sessions.
- Play a full role in the life of the Museum, including working three weekend days per year as a visitor assistant, supporting the front of house team.
- Undertake any additional duty which may be allocated by the Director.

Person Specification

Essential

- Undergraduate degree or equivalent experience.
- Experience of working with children and/or young people in a formal or informal education setting.
- Experience of developing Learning activities for a range of audiences.
- Knowledge of the National Curriculum.
- Understanding of how to plan for and evaluate Learning outcomes.
- An understanding of the varied opportunities for Learning and participation within a museum or gallery context.
- Knowledge of effective safeguarding practices.
- Good communication skills with a warm and friendly manner.
- The ability to present and communicate new ideas to a range of age groups.



SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: +44 (0)20 7405 2107
EMAIL: admin@soane.org.uk www.soane.org
REG CHARITY NO: 313609

- Excellent general IT, administrative and organisational skills.
- Excellent written English.

Desirable

- Postgraduate teaching or museums education qualification.
- Experience of working with a range of community groups.
- Knowledge of Sir John Soane and the Soane Museum; history of art and architecture.
- Practical art and crafting skills and experience.

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applications from all backgrounds.

This post requires an enhanced DBS check.

Applications in the form of a CV and supporting letter, together with the names and addresses of two referees, should be emailed to recruitment@soane.org.uk.

The closing date for applications is midday on Friday 3 January 2025. Interviews will be held in the Museum on Tuesday 21 January 2025.