



### **Job Description**

**Job Title:** Head of Schools and Family Learning

**Department:** Learning

**Salary:** £50,198 per annum

**Line Manager:** Canon Chancellor

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Purpose of the Job**

The Learning department of St Paul's Cathedral has three strands to its work:

- Schools and Family Learning
- Adult Learning
- Social Justice and Christian Ethics

The department works collaboratively across all three areas to help people of all ages and backgrounds to understand Christian faith, the contribution of the Cathedral to the life of London and beyond from its foundation to the present day, and to experience the spirituality of a sacred place. We seek to capture the imagination of contemporary people to understand more fully the resonance of the Christian faith and the life and heritage of the Cathedral.

The Head of Schools and Family Learning will manage the Schools and Family Learning team which consists of two Learning Coordinators (1.6 FTE) and a Digital Learning Programme Manager (whose time is shared evenly across the three strands of work) - and up to 15

volunteers who are responsible for delivering a world-class, cross curricular educational service at the Cathedral for UK schools, that is closely linked to the National Curriculum. The department also offers events and activities for families and community groups, and engages in outreach to hard-to-reach communities whether that be schools, families or community groups.

### **Main Duties**

- Continue to develop the Schools and Family Learning digital resources, with a view to offering a combined digital and on-site learning experience.
- Oversee and market the provision of on-site learning programmes and materials, including developing future schools and families content and learning programmes and facilitating digital and on-site visits.
- Work with the Learning Coordinators to continue to develop and deliver the programme of themed guided visits, discussion forums and workshops that are closely related to the National Curriculum and National Framework for R.E., History and other subjects, taking into consideration opportunities for STEAM, literacy and numeracy, appropriate SEND provision and creative ways to provide an understanding of Christian faith.
- Co-ordinate, train and oversee volunteers to enable delivery of sessions to visiting schools and/or via virtual classrooms.
- Explore tools to assess the impact of different programmes and to provide appropriate evaluation to funding bodies if needed.
- Liaise with the diocese of London, schools/colleges within the diocese, other faith schools in the area, London based university teacher training programmes, other tertiary education providers, heritage partners (museums and galleries), UK Cathedral education colleagues and church agencies, including the London Diocesan Board for Schools and the City of London.
- Ensure that the work of the Schools and Family learning team continues to include as a particular focus schools who have pupils from culturally diverse backgrounds and those who have a high proportion of children supported by pupil premium grants.
- Work collaboratively with members of the Learning department and especially with the Social Justice and Christian Ethics Engagement Officer on issues connected to Young People and Mental Health.
- Work collaboratively with all departments across the Cathedral and especially with:
  - the Director of Visitor Engagement and the Visitor Engagement team;
  - the Cathedral's Volunteer Manager to oversee and train Schools and Family Learning volunteers;
  - the Collections team;
  - the Music Department and the OBE Organ Outreach fellow;
  - the Development team to compile bids for external funding.

## **Person Specification**

### Essential:

To be a self-motivated, experienced and imaginative education/learning professional with qualified teacher status or other relevant teaching experience. Other essential requirements are to have:

- PGCE teaching qualification and/or equivalent relevant experience in teaching/facilitating the learning of children and young people.
- A sound working knowledge of Christian faith, the Church of England and the National Framework for Religious Education
- Competent working knowledge of the current requirements of the National Curriculum including recent changes for all key stages and the ability to create inspiring programmes at the Cathedral based on this
- Proven staff and volunteer management experience to include demonstrable experience of motivating and managing a team who often work under considerable pressure
- Proven ability to think and plan strategically
- Demonstrable experience of working with volunteers
- Strong organisational skills, with the ability to prioritise and plan complex work schedules
- Outstanding interpersonal and communication skills (oral and written), with experience of public speaking
- Ability to work collaboratively across departments and with external partners
- Demonstrable knowledge and experience of financial processes including budgeting
- Excellent IT skills
- Strong ethics, with an ability to manage confidential data.
- A willingness to actively support the Christian vision which shapes the work and life of the Cathedral
- A willingness to work occasional weekends, bank holidays and evenings

### Desirable:

- Knowledge of what makes for high quality family learning and how to interpret the values and beliefs of Christianity to children and young people
- Experience in creating and directing large scale family/community group/outreach events and activities
- Experience of interpretation of a heritage site/sacred space to students of all ages
- Project management experience, including experience of commissioning and managing contracts
- A willingness to engage in drama or characterised storytelling
- Experience of writing for publication, especially textbooks/worksheets

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.