

## **School Educator / Learning Facilitator (Freelance)**

### **Job description and person specification**

The Charterhouse is a former Carthusian monastery in London which, since the dissolution of the monasteries in the 16<sup>th</sup> century, has served as Tudor mansion, a boys' school and an almshouse, which it remains to this day. Our remarkable historic site is situated on 7 acres near Barbican in central London and has been home to a community of residents known as 'Brothers' since our charity was founded in 1611.

In January 2017 we opened to the public for the very first time and members of the public are invited to visit our Museum, shop, chapel and learning centre. The museum, developed in partnership with the Museum of London, tells the story of the Charterhouse from the Black Death to the present day.

For further information about the Charterhouse please visit <http://www.thecharterhouse.org>

The Governors have this year agreed a new strategy for the Charterhouse entitled *Creating a Community of Excellence for the Care of Older People* and is supported through pillars of place, care, and sustainability. Community engagement and the provision of an education programme forms an integral part of this strategy and further detail can be found here [Annual-Report-2022-2023.pdf \(thecharterhouse.org\)](#)

We are looking for a small team of talented, skilled and imaginative freelance educators to work with us on our Learning Programme. Our sessions are designed to support pupils' study of subjects including history, religious studies and art.

Our schools programme covers Key Stage 1 to 2 and encompasses a range of playful, practical and stimulating workshops for schools. The freelance educator role is essential to the success of this. The role is responsible for the delivery of high quality learning activities delivered to schools that will increase participation and generate crucial departmental income.

As a schools freelancer you will join our Museum and Learning Team lead by the Museum Manager and supported by an enthusiastic team of front of house staff and volunteers. You will engage and inspire school groups as you deliver a varied programme of activities.

Successful candidates will have previous experience of delivering learning experiences to a variety of audiences in informal settings, have an understanding of how people learn and have excellent face to face communication skills.

Experience working with children; excellent presentation and communication skills; reliability, flexibility and independent work style are all desirable qualities in prospective candidates.

For further information please contact Gabriella Esser, Museum Manager ([gabriella.esser@thecharterhouse.org](mailto:gabriella.esser@thecharterhouse.org)) for an informal chat about the role.

The Charterhouse is an amazing place for students to learn about the changing face of England. From monks to monarchs, you will help them to discover the fascinating stories of those who have helped shape the history of our nation.

As a small heritage site and working almshouse we have capacity for one class onsite at a time, taking place Tuesday to Friday between 10.30am – 12.30pm. Sessions last 2 hours with an option to book an additional 30-minute lunchroom slot in the Learning Centre.

We have recently refined our offer for schools which now mainly focuses on a Primary (KS1-2) audience. Our Primary visits comprise the majority of our bookings with our sessions on the Black Death, Tudors and Queen Elizabeth I seeing the strongest take up.

Please see full details of our schools programme here: <http://www.thecharterhouse.org/learning/>

### How to apply

Please send your CV and a covering letter explaining how you meet each of the criteria in the person specification to Gabriella Esser, Museum Manager, [gabriella.esser@thecharterhouse.org](mailto:gabriella.esser@thecharterhouse.org) by **9am – Monday 15<sup>th</sup> April**

### Selection

We will be holding informal interviews with interested applicants on the **23<sup>rd</sup>-26<sup>th</sup> April**. Please indicate if you are not available during this period.

### Planning and Training

We will provide an introduction to the Charterhouse's historic rooms, collection of paintings and drawings as well information on our ethos and ambitions. Working with the Museum Manager and front of house team, schools freelancers will receive hands on training in our programme of school sessions. Alongside, we will provide a comprehensive information pack and reading list.

### Training Period

Training and induction dates will be agreed with successful applicants after interview, but we plan to hold these in **1<sup>st</sup>-3<sup>rd</sup> May** (exact dates/times to be confirmed) Please indicate any dates you are unavailable.

<b>Job title</b>	School Educator / Learning Facilitator
<b>Salary and Hours</b>	£80 for a half day (3 hours: 2 hour delivery + 30 mins either side for session set up/close down) working 10am-1pm
<b>Location</b>	The Charterhouse, Charterhouse Square, London, EC1M 6AN
<b>Duration</b>	Freelance
<b>Reports to</b>	Museum Manager
<b>Overall job purpose</b>	<ul style="list-style-type: none"><li>◆ Deliver the KS2 Black Death and KS2 Hands on Tudors school sessions (full training will be provided)</li><li>◆ Sustain the high standards of the Charterhouse schools programme</li><li>◆ Set up and pack down of all resources, materials and equipment for school sessions; notify Museum Manager of any problems with resources</li><li>◆ To follow Object Handling procedures and ensure safe handling by participants</li><li>◆ Confident working independently and with other staff members, volunteers and freelancers</li></ul>

	<ul style="list-style-type: none"> <li>◆ Manage (a) volunteer(s) to support the delivery of each session</li> <li>◆ Liaise with front of house staff to ensure all aspects of school visits run smoothly</li> <li>◆ Adhere to the Museums' safeguarding policy and processes</li> <li>◆ Attend paid training sessions</li> </ul>
<b>Person Specification</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>◆ Enthusiastic and engaging delivery style</li> <li>◆ Familiarity with education in museums and galleries</li> <li>◆ Experience working with KS1 and KS2 school children</li> <li>◆ Ability to communicate complex ideas to a young audience</li> <li>◆ Ability to relate with and, when necessary, manage teachers, parents and volunteers</li> <li>◆ Flexible and adaptable approach – able to adapt resourcefully to changing circumstances</li> <li>◆ To champion accessible and inclusive experiences, ensuring a genuinely welcoming experience for pupils of all communities and diverse backgrounds</li> <li>◆ Awareness and experience of safeguarding</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>◆ Experience of working with groups with specific needs</li> </ul>
<b>Special circumstances</b>	The Museum is open Tuesday to Saturday from 10.30am, with last admittance at 4.30pm. School bookings are usually held 10.30am-12.30pm Tuesday to Friday.
	This position requires a Basic Disclosure and Barring Service check, which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to the Charterhouse's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of Charterhouse's staff and collections.
<p><b>NB. This job description reflects the requirements of the Charterhouse as at March 2024. The role and duties of the post are subject to change in line with the future development of the Charterhouse. The Charterhouse reserves the right to make such changes as are necessary and any changes required will be discussed with the post-holder as appropriate.</b></p>	