



JOB DESCRIPTION.

JOB TITLE Learning and Teaching Manager (Maternity Cover)

REPORTS TO Deputy Head of Learning and Head of Learning

DEPARTMENT Globe Education

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Globe Education works with over 120,000 people of all ages and nationalities every year at Shakespeare's Globe and with many more through outreach programmes and digital resources. The department is divided into three areas: *Higher Education and Research*, *Events* and *Learning*. The three areas are supported by a Digital team.

Globe Education has 27 full-time permanent and 6 part-time permanent staff and employs over 100 freelance staff that include 70 freelance Globe Education Practitioners and 10 freelance Globe Education Learning and Teaching Consultants.

The post holder will report to the Deputy Head of Learning and the Head of Learning, Globe Education. The post holder will be line managed by the Deputy Head of Learning.

The post holder will provide line management for one Senior Coordinator, one Learning and Teaching Coordinator and two Learning and Teaching Assistants.

Learning at Shakespeare's Globe

'Learning' refers to those programmes and projects that engage with young people and their teachers and carers in formal and informal settings. Programmes are delivered by Globe Education Practitioners (GEPs). It specifically encompasses the following areas of Globe Education's work:

Southwark Community Projects

Projects developed for young people and teachers based in the Globe's local community of Southwark. These projects range across formal and informal settings. The young people engaged in these projects range in age from 3 years old upwards and number c2000 per year. Currently projects take place in nursery primary and secondary schools. A Southwark Youth Theatre meets at the Globe each week. The annual 'Our Theatre' project involves c600 people from 16 Southwark schools in the creation of a production of a Shakespeare play for the Globe stage.

National and International Projects

Projects ranging from a term to 3 years in duration developed primarily for schools and teachers across London, in the UK and internationally. This area of the department also includes Globe Education's theatre productions for young people both at the Globe and on tour. The flagship project for this area of work is Playing Shakespeare with Deutsche Bank which comprises a full scale production of a Shakespeare play in the Globe for a week in March, workshops on a KS3 play for 2000 students across London and a 3 year research project into the impact of active approaches to teaching Shakespeare on students at KS3.

Teachers participating in each project are offered CPD. C20, 000 students typically aged between 7 and 18; engage with projects in this area of work each year.

The **Learning and Teaching Manager** and **Learning and Teaching Coordinators** work within the learning team and are responsible for the following:

Lively Action

A daily programme of workshops and lectures at the Globe: Day or half day visits for students from the UK and internationally. The programme currently works with 70,000 students per year who are typically in an age range from 7- 21 years. Programmes are currently offered at KS2, KS3, KS4, AS /A2. There are specialist programmes for German students between 12-18 (currently c18, 000 per year) and Undergraduate and Postgraduate workshops and lectures.

Training for Theatre Artists

Globe Education employs a team of freelance practitioners, (largely actors and directors) to deliver their programmes and projects. Its mission is to become recognised as a centre for excellence in the training of theatre artists, to become arts educators. There is a full induction and continuing training programmes for all GEPs. All GEPs are part of a rolling observation programme facilitated by the Head of Learning and a team of Learning Consultants. Feedback is offered after each observation and further training needs identified as appropriate.

PRINCIPAL RESPONSIBILITIES

- Management of Globe Education's Lively Action programme of workshops and lectures at the Globe.
- Management of Globe Education's training programmes for Globe Education Practitioners.
- Ensure that each area of work is planned, delivered and monitored to a consistently high standard.
- Ensure good communication between Globe Education Practitioners, teachers and schools engaged with Lively Action programme
- Collaborate with the Head of Learning and Learning Consultants to design, implement and oversee bespoke training programmes for Globe Education Practitioners, ensuring that each area of their professional development is planned and monitored to a high standard.
- Support Globe Education Practitioners through a training process that will enable them to devise, plan and deliver workshops and lectures across Globe Education programmes.
- Liaise across all areas of the area to ensure the consistent implementation of training objectives for Globe Education Practitioners.
- Manage an administration system for the recruitment of new Globe Education Practitioners, responding to initial enquiries and liaising with the Head of Learning to arrange interviews and ensure that appropriate communication is maintained.
- Lead on the implementation of Tessitura for the Lively Action programme.
- Provide assistance and support for the Head of Learning in the delivery and implementation of Globe Education's strategy for learning

Practice

- Help to ensure the continuity of approach, quality and delivery across all learning and teaching programmes.
- Research, collate and disseminate information on current curriculum developments and creative arts theory and practice.
- Contribute to the development and dissemination of Globe Education's creative arts practice nationally and internationally.
- If appropriate and required, the post holder may act as a Globe Education Practitioner for selected workshops.
- May be required to lead Theatre Explorations at the Globe.

Communication and Marketing

- Liaise with the Operations team to secure appropriate spaces for taught sessions.
- Liaise with the Operations team regarding access to the Globe stage and workshop spaces.

- Work closely with, assist, and where appropriate, represent the Deputy Head of Learning and the Head of Learning.
- Represent Globe Education as necessary/appropriate in meetings with other organisations and government bodies.
- Work with the Head of Learning and members of the Communications Department to develop the profile of Learning at the Globe.
- Oversee the generation and dissemination of in-house publicity for designated Learning programmes and will work alongside the Head of Learning to commission and/or write editorial material relating to Learning programmes for circulation in international and national press.
- Work closely with the Marketing Manager and Officer to ensure consistency of style and information across the Shakespeare's Globe.

Finance & Administration

- Manage the Lively Action and Lively Action Training budgets.
- Will generate reports on request and liaise with the Deputy Head of Learning to create annual budgets for Lively Action.
- Ensure that records, correspondence and data on all matters related to training, Lively Action are maintained and monitored.
- The Learning and Teaching Manager and Learning and Teaching Coordinator will work with payroll to ensure the accurate prompt payment to all freelance staff.

Meetings

- Will be a member of the Globe Education Management Group, which meets every month.
- Have weekly meetings with the Deputy Head of Learning and Learning and Teaching Coordinators.
- Attend the monthly Globe Education staff meeting and the Shakespeare Globe Trust staff meetings.

PERSON SPECIFICATION

ESSENTIAL

- A passion for arts education
- Management experience within an arts organisation
- Knowledge of current trends in education and the needs of students and teachers
- Awareness of current issues/debates and theory regarding the role of creative arts in education
- An understanding of the work of theatre artists and the potential they can have as educators across a range of formal and informal educational settings
- Ability to respond imaginatively to the needs of different groups and schools
- Ability to communicate effectively with a wide range of people
- Ability to respond rapidly and effectively to changing situations
- Ability to work as part of a team
- Good knowledge of Shakespeare and theatre in general
- Ability to manage a varied workload with meticulous attention to detail
- Excellent time management and organisational skills
- Discretion and tact
- A good working knowledge of Windows-based software (including Excel)

DESIRABLE

- Experience of devising, planning and leading workshops in a variety of settings
- Experience of Artifax Event
- Experience of Tessitura

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Full Time / Fixed Term from mid-March 2018.

As this is a maternity cover post there will be flexibility regarding length of the contract. Initial fixed term will be 6 months, with possibility to extend up to approximately 12 months.

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 35 hours per week exclusive of lunch breaks. Additional hours at

evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: Circa £28,000 - £29,500 per annum, dependent on experience

Holiday: The annual holiday leave is 25 days per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and to selected Globe Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.