



<b>JOB TITLE:</b>	Formal Learning Coordinator		
<b>GRADE:</b>	G5	<b>SERVICE AREA:</b>	Economy, Environment and Communities
<b>JOB CODE:</b>	EEC121FORMG5		
<b>REPORTS TO:</b>	Learning & Engagement Manager	<b>LOCATION:</b>	The New Art Gallery Walsall
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"><li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</li></ul>		

### 1. Main purpose of the job role:

To coordinate the formal learning programme at The New Art Gallery Walsall, facilitating tours, talks and workshops for primary and secondary school groups, special school groups, home educated groups, college groups, university groups and life-long learners.

### 2. Role specific duties and accountabilities:

- To liaise with teachers and tutors regarding formal learning visits, including teachers from primary, secondary and SEND schools, home education group leaders, and tutors from colleges and universities.
- To liaise with colleagues in the Front of House team (Gallery Assistants and Front of House Managers) in advance of visits and at morning briefings to ensure clear understanding of visit requirements.
- To prepare booking forms and timetables for schools in advance of visits.
- To assist in the set-up and clear-away of activity rooms for formal learning visits and workshops.
- To meet and greet school groups daily and give a welcome address in the foyer.
- To assist groups with their movement around the NAG.
- To deliver Introductory talks on the Garman Ryan Collection and contemporary exhibitions.
- To liaise with freelance artist educators to facilitate school workshops.
- To lead school workshops when appropriate.
- To commission teacher discussion notes for each contemporary exhibition.
- To conduct regular audits of art materials and liaise with the Learning Assistant to place orders for materials accordingly.
- To design and produce new school resources for self-guided visits.
- To facilitate teacher CPD workshops, leading on this where appropriate.
- To develop new pick 'n' mix learning offers for contemporary exhibitions.
- To evaluate the success of formal education visits by producing, distributing, collating and analysing feedback forms.
- To document formal learning workshops with photographs and seek permission from the subjects to use for marketing purposes.

- To liaise with the Learning Assistant to ensure purchase orders are raised for artist educators and other suppliers of services to the NAG.
- To liaise with the Learning Assistant to ensure formal learning providers are invoiced for payment and payment is received.
- To facilitate tours for life-long learners and visiting adult groups, liaising with Gallery Assistants and delivering tours when required.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b>		
An excellent knowledge of 2D and 3D art mediums, processes and techniques.	I	3
Ability to communicate verbally with teachers, tutors and students of all ages.	I	3
The ability to adapt language and behaviours with different audiences, as appropriate.	I	3
Ability to demonstrate excellent interpersonal skills.	I	3
Ability to demonstrate excellent written communication skills.	A	
A good working understanding of Microsoft Office programmes including Excel, Outlook, Word and Teams.	A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Knowledge/Experience:</b>		
An excellent knowledge of, and demonstrable interest in learning in museums, galleries and/or equivalent arts and cultural context.	A/I	3
Some experience of coordinating or facilitating education programmes or learning experiences for children and young people in a museum, gallery or cultural context.	A/I	2

Some experience leading practical workshops for children, young people or adults.	A/I	3
Some experience giving talks or presentations on collections, exhibitions, or equivalent cultural contexts.	A/I	2
Some experience of working with children and young people from diverse cultural and religious backgrounds, and a demonstrable sensitivity to and awareness of different peoples' needs.	A/I	2
Some understanding of the national curriculum for art and design and/or other relevant subjects.	A/I	2
An understanding of the nine protected characteristics.	A/I	2
<b>Qualification:</b>		
Degree or equivalent in art, museum studies or learning would be an advantage but is not essential.	A	
PGCE would be an advantage but is not essential.	A	
<b>Other Essential Requirements:</b>		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
<b>Prepared by:</b> Alex Jolly	<b>Date:</b>	14.01.25