

The University of Manchester

Job Description

Job title:	Teaching Learning + Students Coordinator (Widening Participation)
Reports to:	Teaching Learning + Students Officer (WP)
Organisation unit:	University of Manchester Library: Faculty & Student Partnerships
Date:	January 2021
HERA:	MAPPS-UML-F&SP-T&LD-B (366, Grade 5)

Overall purpose of the job:

- To deliver and contribute to the development of the Library's Education and Learning Programmes for schools and colleges consistent with the objectives of the University of Manchester Library Strategy; the University's strategic goal for social responsibility and Widening Participation Policy

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To interpret and animate the Library's buildings and collections to groups of all ages by delivering and contributing to the development of inspiring learning activities, with an awareness of suitability for age, ability, special needs, professional development and curriculum requirements
- To increase the knowledge and awareness of The John Rylands Library and Special Collections with local teachers, pupils, relevant bodies within the University and external organisations
- To develop and maintain sufficient knowledge of the collections to have an understanding of their relevance and application to the National Curriculum and, GCSE and A Level specifications
- To manage the communication, administration, organisation and data handling for bookings of school and college visits to the Library
- To work with the Widening Participation Coordinator to regularly evaluate and review the Education and Learning Programmes in the context of changing priorities and performance and to develop new programmes accordingly
- To develop and prepare high quality information and educational resources
- To assist in the development and delivery of engagement activities for Library visitors
- To ensure a safe environment for Library users particularly those aged under 18 and vulnerable adults, by carrying out risk assessments on planned activities and ensuring that the University's Child Protection policy is followed
- To take an active approach to continuing professional development and, where relevant, represent Special Collections at appropriate conferences, seminars and external meetings

- To work with the Teaching, Learning and Students Division of the Library to enhance the Library's student development activities
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- A minimum of a first degree
- Experience devising and delivering education activities in a gallery, museum, historic site, library or archive setting
- Experience using primary sources or collections to support learning
- Recent workshop delivery/teaching experience and evidence of innovative teaching methods
- Willingness to develop the use of digital tools to enhance educational activities and communication with schools and colleges
- Up to date, practical knowledge of the requirements of the National Curriculum and Post-16 years education
- A strong commitment to and understanding of learning outside the classroom.
- Enthusiasm, flexibility and experience of working proactively, prioritising competing tasks to ensure objectives and deadlines are achieved
- Excellent oral and written communication skills with experience adapting content and style to a variety of audiences
- Creativity in generating new projects and programmes
- Experience of cross-team working approach to service delivery
- Ability to work independently and to see projects through to completion
- Tact and diplomacy to liaise with a range of internal and external contacts at all levels
- Excellent office administration skills and experience delivering a high standard of customer service
- Excellent IT skills, including use of technology in teaching and learning
- Hold, or be prepared to apply for, Disclosure and Barring Service (DBS) clearance (for work with young people under 18 and vulnerable adults)
- Willingness to work outside regular office hours (i.e. evenings and weekends)
- Willingness to wear branded clothing during Library campaigns.

Desirable skills, knowledge and experience:

- Qualified Teacher Status or equivalent qualification in education

- A first degree in an arts or humanities subject
- Knowledge of informal learning techniques and practice in a gallery, museum, library or archive setting
- Experience delivering and developing engagement activities with a wide range of diverse audiences