



JOB DESCRIPTION

JOB TITLE: Learning Officer

DEPARTMENT: Royal Collection

SECTION/BRANCH: Learning / Content and Audiences

LOCATION: Windsor Castle

REPORTING TO: Windsor Learning Manager

Job Context

Royal Collection Trust (RCT) is the department of the Royal Household charged with the care and preservation of the Royal Collection and its presentation to the public. Of the five departments it is the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh and in the Drawings Gallery at Windsor Castle aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace, Windsor Castle and the Palace of Holyroodhouse. The monies generated from admissions, and from associated commercial activities, are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities. The Photograph Collection is one of the five curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of approximately 500,000 photographs within the Royal Collection. Most of these are housed at Windsor Castle, but St. James's Palace, Buckingham Palace, Palace of Holyroodhouse, Sandringham, Balmoral and other royal residences have photographs, as well as other curatorial sections of the Royal Collection and other departments of the Royal Household. Material is also on long-term loan at other institutions, notably the British Film Institute.



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The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

This document is not contractual and may be subject to change following consultation with the post-holder

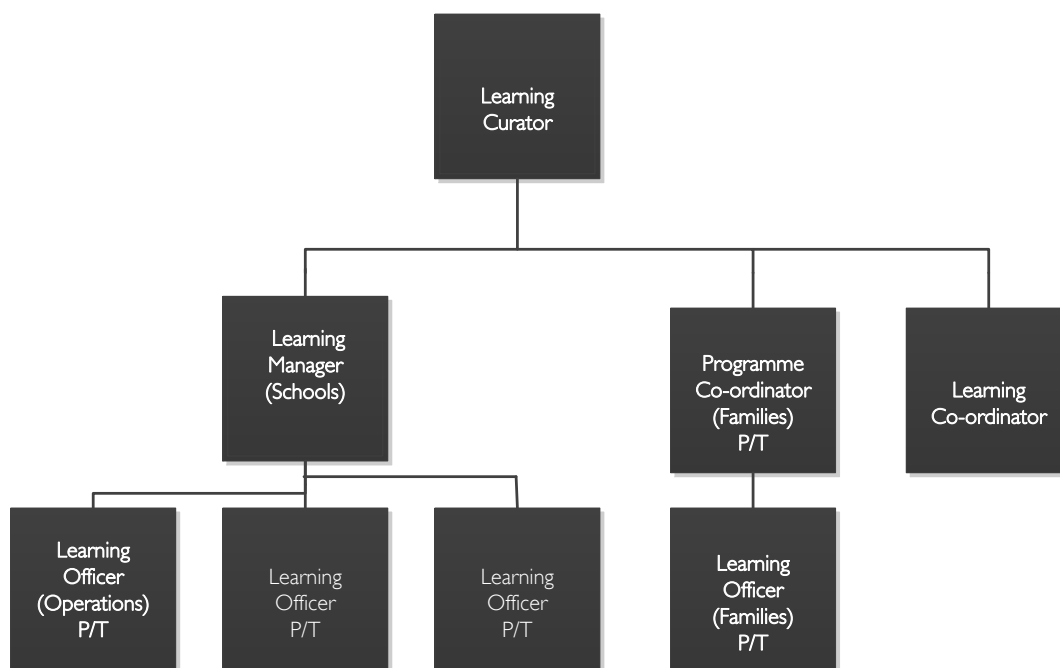


The Royal Household

The Learning section is responsible for the development and delivery of learning programmes and interpretative resources for London, Windsor, Edinburgh and online. The mission of the Learning section is to encourage the broadest possible audience to engage with and be inspired by the Collection and Palaces.

The schools offer at Windsor Castle includes taught sessions for pupils, opportunities for self-led visits from school groups from Britain and overseas and paper or on-line learning resources. The schools programme consists of a wide range of learning sessions for pupils between the ages of 4 and 18, all of which are curriculum-linked and the programme evolves in response to curriculum development, new approaches to learning and topical themes.

Organisational Chart



Job Purpose

To deliver talks, tours and workshops for school groups visiting Windsor Castle.

To contribute to the development of new schools programmes, resources and learning opportunities in conjunction with the Learning Manager.

Principal Accountabilities

- To regularly deliver sessions forming part of the core Learning offer for schools.
- To devise and deliver innovative cross-curricular sessions to expand the core offer. The post-holder will work across primary and secondary key stages.
- In collaboration with departments across Royal Collection Trust, and in partnership with external institutions (and other learning audiences), grow and develop innovative events programming and interpretation.



- To establish and/or develop relationships with teaching organisations and local education authorities
- To participate in and run initial teacher training programmes as well as teacher CPD and INSET programmes, both on and off site
- To promote the schools programme through written copy for e-marketing and other resources, and manage / update online schools content
- To manage (in rotation with colleagues) the day-to-day running of the Learning Centre and teaching spaces
- To assist with the recruitment and co-ordination of external contractors.
- To initiate and deliver outreach projects to engage local schools currently not visiting the site.
- In addition to the core sessions and events in the calendar, to develop one-off commemorative events and anniversaries in collaboration with other Royal Collection departments

Job Dimensions

The Learning Officer has no supervisory responsibility They will contribute to budget planning and monitoring of the Schools programmes.

Decision Making Responsibilities

The Learning Officer is required to resolve problems that occur on a day-to-day basis and refer non-routine problems to the Learning Manager.

Practical Requirements

The post-holder is primarily based at Windsor Castle and is required to work 30 hours per week, Monday to Friday, during term time (40 weeks per year). Due to the nature of the post, flexibility will be required in terms of working hours

Person Specification

A thorough understanding of the National Curriculum and curriculum approaches.

Experience of devising and leading curriculum lead workshops/practical teaching sessions and of developing and producing educational resource material.

Ideally experience of working in a Learning Capacity within a museum, gallery or heritage environment.

Able to convey enthusiasm and knowledge and to be able to explain unfamiliar concepts to educational groups (Foundation to KS5)

Excellent interpersonal skills with the ability to communicate with a broad range of people and an ability to engage and inspire learners, taking into consideration different learning styles

Able to think creatively and innovatively in developing new programmes and means of delivery



The Royal Household

Excellent organisation and digital administrative skills, with good attention to detail

A proven ability to work effectively as part of a team and to establish good professional relationships with internal colleagues and external partners

An ability to thrive in a busy environment and maintain patience and empathy when working under pressure.

Knowledge of the fine and decorative arts in historical settings

An interest in the role of interpretation within museums, galleries or heritage sites

A customer champion able to utilise feedback and data insights to improve service delivery