

# SLG

APPLICATION PACK FOR: Head of Education  
(Maternity Cover)

Closing date: 9am, Thursday 12 December



**November 2019**

Dear Applicant,

This application pack for the position of Head of Education (Maternity Cover) at the South London Gallery includes:

- About the South London Gallery
- Job Description
- Person Specification

Please complete the South London Gallery application form, which you can download from our website <https://www.southlondongallery.org/jobs/> and the online equal opportunities monitoring form which can be accessed on the same web page.

The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience and competencies we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information before completing the form.

Please do not attach CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

Please send completed applications to [recruitment@southlondongallery.org](mailto:recruitment@southlondongallery.org) with the subject line Head of Education (Maternity Cover).

The closing date for receipt of completed applications is **Thursday 12 December at 9am**. We regret that applications received after that time cannot be considered.

Interviews will be held on **Monday 16 December**. Shortlisted candidates will be contacted by phone or email and invited to attend. The selection process will include a written application form and panel interview. If you will require any special arrangements at any stage of the selection process please fill in the relevant section of your application form or contact Cathy Hirschmann at [cathy@southlondongallery.org](mailto:cathy@southlondongallery.org) or telephone 020 7703 6120

We guarantee to interview all applicants with a disability who meet the essential criteria listed in the person specification and to appoint on the basis of objective criteria.

Unfortunately we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by **Friday 13 December** please assume that you have not been shortlisted in this instance.

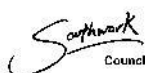
If you have any queries regarding the process or the role please contact Cathy Hirschmann, Deputy Director, on 020 7703 6120 or at [cathy@southlondongallery.org](mailto:cathy@southlondongallery.org)

Thank you for your interest in the South London Gallery. We look forward to receiving your application.

Cathy Hirschmann  
Deputy Director



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## South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary visual art with an acclaimed and award-winning education programme

The SLG was established on its current site in 1891 by philanthropist William Rossiter to 'bring art to the people of south London'. Today the gallery comprises its original site at 65 Peckham Road; the Fire Station (which opened to the public in September 2018); Art Block, a space for local children and families on Sceaux Gardens estate and an artist-designed garden.

The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

Providing opportunities for learning and participation is at the heart of the gallery's purpose, and thousands of children, young people and adults take part in an extensive programme of activities. This includes a peer-led young people's forum and website, [www.recreativeuk.com](http://www.recreativeuk.com); free family workshops every Sunday; Art Block, a dedicated creative space for children on Sceaux Gardens housing estate; artist-led projects and commissions on other local estates; ongoing provision for school visits; a programme funded by BBC Children in Need for looked-after children; and Evidence of Us, which positions people as experts in their own heritage.

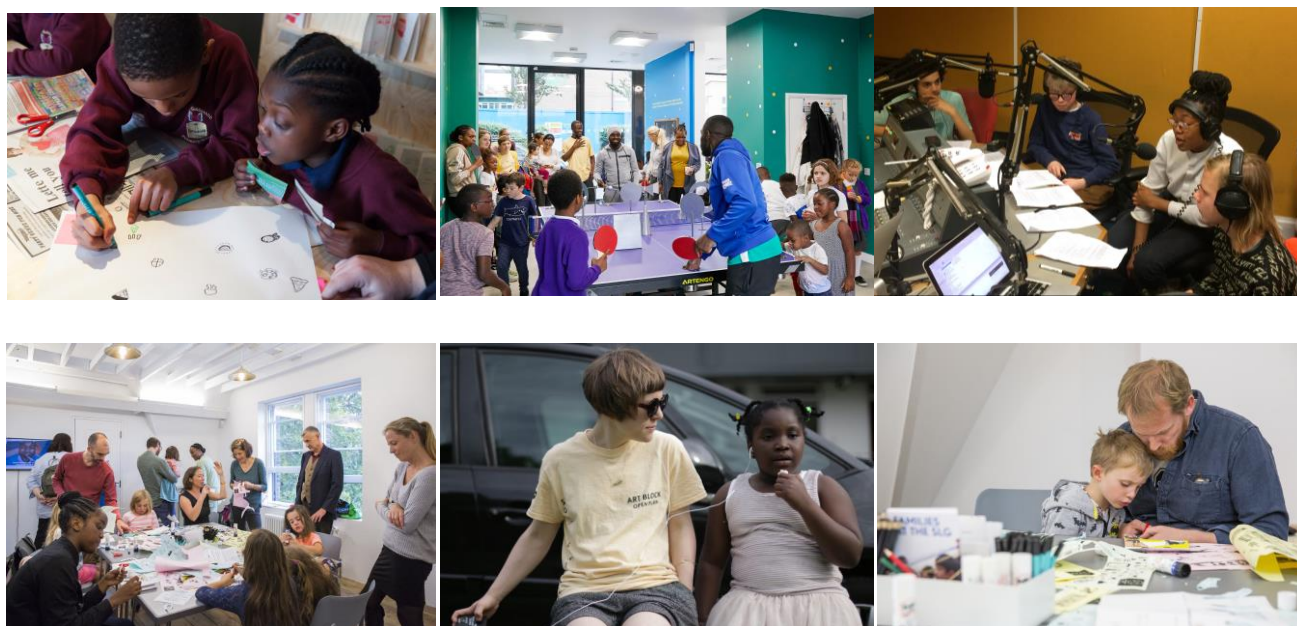
The SLG needs to raise a substantial amount every year to fund its work as a registered charity. Alongside invaluable funding provided by Arts Council England, Southwark Council, National Lottery Heritage Fund and Freelands Foundation, the generosity of individual donors, companies, trusts and foundations all play an important role in funding the SLG's free exhibitions, artists' projects and education activities. Artists also play a crucial role in supporting the SLG with many donating works to auctions or making limited editions.



## Education Programme

The South London Gallery's extensive education programme invites people of all ages and levels of interest to engage with contemporary art and to challenge the assumption of who art is for, as well as reflecting on the role of culture in everyday life.

The programme has evolved through developing and embedding long-term relationships with people living in the immediate locality. Working closely with numerous schools, various community groups and residents of Sceaux Gardens housing estate for over 10 years, and Pelican, Elmington and Southampton Way estates for seven years, the SLG has established a unique relationship of care and responsibility for people living within walking distance of the gallery.



The SLG's approach to education is guided by our audiences. Facilitating as much as educating, the work is collaborative where possible to ensure a level of agency for those who work with us. The programme is unusual in being able to introduce artists to groups of people who have been neighbours and community advocates of the SLG over a substantial period of time, thereby increasing the potential to innovate, take risks and offer collaborative programming opportunities.

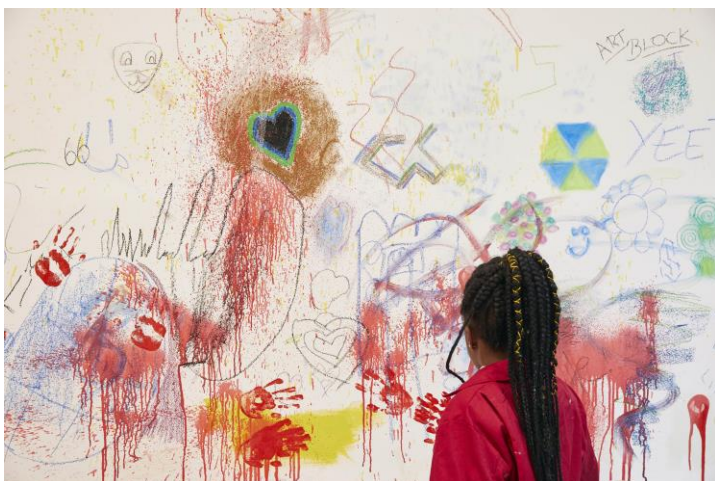
The SLG's education practice is defined broadly. It encompasses children's free play; everyday aspects of well-being and building social confidence; creative uses of a broad range of media, to make, show and/or discuss art; and ongoing reflection of the role of art and culture to offer new perspectives on every day experiences.

Working in this way has meant the programme can respond to demand and interest from local partners, such as community groups, schools, public service providers and charities, and to work with harder-to-reach audiences on long-term projects which often have the greatest impact on the lives of participants.



The education programme encompasses:

- a primary and secondary schools programme, with artist-led activities inspired by SLG exhibitions as well as archives and our histories;
- *Supersmashers*, a weekly after-school programme for looked after children;
- *Creative Families*, an artist led project with Southwark's Parental Mental Health team and local children's centres;
- *Sunday Spot*, monthly artist-led workshops for children, alongside an artist designed play space open every week;
- *Big Family Press*, a community printing press developed with Oliver Goldsmiths Primary Schools through a weekly after school club, combined with monthly Saturday open sessions for children and their families;
- *Open Plan*, a programme of public art commissions on Pelican estate, term-time creative play sessions delivered four days a week in our offsite space Art Block on Sceaux Gardens estate, and an artist-led after school programme on Elmington estate;
- *Art Assassins*, a peer-led young people's group, who meet weekly to devise and produce public events and exhibitions;
- the *Narration Group*, a collective of women and non-binary people of colour who meet fortnightly at the SLG;
- the website [www.REcreativeUK.com](http://www.REcreativeUK.com), devised by and for young people, and an Editorial Board of 16 to 25 year olds who meet monthly and create content for *REcreativeUK.com*;
- *REcreative Film School* led by Saeed Taji Farouky and the SLG in collaboration with Film Africa;
- *Grow Our Histories*, a programme of oral history collection from people with a connection to Peckham and Camberwell;
- strong partnerships with local HE and FE colleges and universities, hosting regular workshops, course modules and guided tours for courses;
- and an Art & Play Assistant training and employment programme which includes local young people.





## **JOB DESCRIPTION:**

<b>Job Title:</b>	Head of Education (Maternity Cover)
<b>Period:</b>	Fixed Term up to March 2021 Start date negotiable, ideally February 2020
<b>Hours:</b>	Negotiable, 21 – 28 hours per week Gallery office hours are generally across Monday – Friday, 10am – 6pm or 9am – 5pm Weekend and evening work will be required for which time off in lieu may be taken
<b>Salary:</b>	£40,000 per annum pro rata
<b>Pension:</b>	6% employer pension contribution
<b>Holiday:</b>	26 days pro rata plus bank holidays
<b>Reports to:</b>	Director
<b>Responsible for:</b>	The education team of nine contracted staff plus an Art & Play team of seven. The Head of Education line manages Residents' Programme Manager, Heritage Education Programme Manager, Young People's Programme Manager and Schools' and Community Projects Manager
<b>Place of Work:</b>	South London Gallery, 65-67 Peckham Road, London, SE5 8UH

We welcome requests for flexible working, job shares and secondments. Please indicate this on your application form.

We want the SLG to be representative of all sections of society and particularly welcome applications from people from low-income backgrounds, a BAME background or those with disabilities as they are currently under-represented in our workforce. If you wish to discuss reasonable adjustments for this role please indicate this on your application form and we will be in touch with you.

The appointment is subject to a satisfactory DBS check.

### **Purpose of Job**

The Head of Education (Maternity Cover) will lead the South London Gallery's education team and, with the Director, develop the strategy for education in the gallery, in the local community and online, reaching existing and new audiences. The post holder will lead an education programme which drives engagement with the SLG for a wide-ranging public, including children and families, schools, young people and community groups.

The Head of Education (Maternity Cover) will contribute to our increasing visitor figures (currently in excess of 190,000 visits per year), creating new diverse audiences for contemporary art, through a varied programme of outreach and in-gallery experiences.

The Head of Education (Maternity Cover) will be a key member of the gallery's senior management team responsible for delivering the gallery's mission and performance targets and for contributing to strategic planning, organisational management and the overall development of the South London Gallery.

## **Key Tasks and Responsibilities**

### **Strategy, Management and Planning**

- Be an active member of the senior management team and contribute to the gallery's organisational leadership, strategic planning and review;
- develop the strategy for education at the SLG (in our buildings, in the local community and online) that will maintain existing and develop new audiences and participants; work with colleagues to support the implementation of the gallery's audience development plan, broadening the gallery's audience base;
- devise, plan and implement in-gallery and outreach education projects and programmes and ensure their successful implementation;
- develop effective working relationships across the gallery to discuss, plan and integrate current and future education activity with programming, archive, communications, development, operations and visitor services;
- develop and maintain networks of collaborators (schools, community groups etc) and educational contacts to support the development and delivery of the SLG's education work;
- develop and maintain national and international professional networks with artists, gallery educators, education professionals, funders, and other institutions to develop working relationships beneficial to the SLG and to raise the profile of the SLG as a leader in cultural learning;
- ensure appropriate documentation, reporting and evaluation of all elements of the education programme, and ensure funding bodies are kept informed;
- work with the communications team to ensure that the education programmes reach a wide range of formal and informal groups and visitors and that opportunities for publicity are fully achieved;
- and work with the Director and development team on funding applications to support the education programme.

### **Staff Management**

- Manage the gallery's education team, ensuring they are enabled to carry out their tasks efficiently and effectively; recruit, monitor and manage education staff in line with SLG policies and procedures;
- oversee the management of casual assistants and freelance artists employed to support the design and facilitation of education programmes;
- and participate in generic training and development activities as required and assist with the training and development of the education team.

### **Finance & Administration**

- Have overall responsibility for the financial management of the education programme, setting and controlling budgets as agreed with the Director, authorising expenditure, monitoring and reporting on budgets and taking action to deal with variances identified;
- and prepare reports on the education programme as required for the Director, Trustees and funders, working in partnership with the communications and development teams as required.

### **Safeguarding**

- Take responsibility for developing and implementing the SLG's Safeguarding Policy, ensuring appropriate procedures are in place and monitoring these arrangements;
- and be the Designated Safeguarding Officer for the SLG.

## General

- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- attend weekly staff meetings, report on relevant areas of work and disseminate information as required;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate and at external professional events;
- have the ability to work evenings and weekends, for which TOIL (time of in lieu) will be given;
- operate in accordance with the SLG's safeguarding, access and diversity, employment, health and safety, equal opportunities and other practices, policies and procedures;
- act as a keyholder as appropriate and required;
- and undertake other duties as may be reasonably required.

## PERSON SPECIFICATION:

Experience	Essential or Desirable
Considerable experience of organising and managing education projects including providing activities for a wide range of groups, such as, schools, young people, families and community groups.	Essential
Experience of working with artists on educational activities.	Essential
Experience of project management, including devising and maintaining budgets, planning, and reporting to stakeholders.	Essential
Experience of managing staff, freelancers and external contractors and volunteers.	Essential
Experience of working with a range of contacts, organisations and institutions, in academic, media and publishing circles and within the visual arts and cultural sector.	Essential
Experience of initiating and developing successful and sustainable partnerships and collaborations.	Essential
Experience in the evaluation of programmes and strategies.	Essential
Experience of raising funds to support and develop education activities.	Desirable
Experience of presenting and publishing within field of expertise	Desirable
Knowledge	
Knowledge about the arts.	Essential
An in-depth knowledge of contemporary art.	Desirable
Excellent knowledge of current best practice in arts education.	Essential
Excellent knowledge of safeguarding best practice.	Essential
Excellent knowledge of access issues and best practice in promoting access to the arts.	Essential
Understanding of the structures, priorities and key issues for the formal education sectors including schools, FE, HE, and early years.	Essential
Good knowledge of funding sources for education activity in public and private sectors.	Desirable

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Competencies	
A creative, innovative approach to learning	Essential
A commitment to broadening and deepening audiences' engagement with contemporary art.	Essential
A demonstrable commitment to promoting and delivering diversity and inclusion across all aspects of the SLG, including supporting and continuing to develop a broad and diverse range of staff, artists, participants and audiences.	Essential
Ability to communicate ideas and information clearly to a range of stakeholders and people on all levels, in writing and verbally.	Essential
An ability to talk about contemporary art accessibly and with conviction, with a wide range of groups.	Essential
Ability to forge working relationships with a wide range of people including artists, gallery visitors of all ages, schools and community groups.	Essential
Ability to represent the SLG both nationally and internationally.	Essential
Ability to lead and motivate a team, and ability to develop people.	Essential
Ability to think strategically and analytically.	Essential
Ability to plan, organise, and schedule in an efficient, productive manner.	Essential
Ability to plan and monitor budgets using spreadsheets.	Essential
Excellent IT skills including MS Office and databases.	Essential

#### Image credits

1. Visitor in Under the Same Sun: Art from Latin America Today, in the Main Gallery in 2016. Courtesy: Solomon R. Guggenheim Foundation and the South London Gallery. Photo: Andy Stagg
2. Katharina Grosse & Stefan Schneider, *Tiergarten*, South London Gallery, 2017, photo: Mark Blower.
3. Big Family Press with OOMK, South London Gallery, 2018. Photo: Manuela Barczewski
4. Visitors to the Back to the Bookplace display in the Fire Station Archive. 2019. Photo: Sam Nightingale
5. *Z'EV: There you go. An evening summoning Rhythmajik*, 2018. Photo: Ben Waggett
6. School visit in the Orozco Garden.
7. Okkyung Lee performance, 2019. Photo: Sam Nightingale
8. Participants in a monthly Big Family Press Open Publishing Session. 2018. Photo: Rosie Reed Gold
9. South London Gallery. Photo: Andy Stagg
10. Fire Station, South London Gallery. Photo: Dan Weill
11. The Big Family Press with OOMK, March 2018, Photo: Manuela Barczewski
12. Basim Magdy, *PINGPINPOOLPONG, or How I Learned to Laugh at Failure*, Art Block, 2018. Photo: Andy Stagg
13. Art Assassins with Resonance FM, 2019. Photo: Tommie Introna
14. Big Family Press workshop, 2018. Photo: Rosie Reed Gold
15. John Macedo, *My Life Over Here*, Elmington Estate, 2018. Photo: Leah Morris
16. Self-publishing Saturdays, 2018. Photo: Rosie Reed Gold
17. Danh Vo workshop at Art Block, 2019. Photo: Andy Stagg
18. Emotional Architecture on Pelican Playgrounds, 2018 (Image: Samantha Lippett)