



June 2010

Dear Applicant,

Learning Partnerships Co-ordinator

Thank you for your interest in the above position. Please find enclosed an information pack.

If you wish to apply for this post please ensure that your application reaches us by 12 noon on Friday 30th July 2010, with all the necessary documentation as detailed in the pack. Interviews will take place on Monday 9th August in Edinburgh.

I look forward to hearing from you.

Yours faithfully,

Alice McGrath
Development Director
Email: alice@imagine.org.uk



Learning Partnerships Co-ordinator

Job Description and Person Specification

Imagine is a unique organisation in Scotland that promotes and develops performing arts for children and young people through an annual programme of events and initiatives. We have a leading role to play in raising the standard of children's performing arts in Scotland and supporting the development of this expanding sector.

TITLE OF POST:	Learning Partnerships Co-ordinator (freelance contract)
ACCOUNTABLE TO:	Development Director
CONDITIONS:	Part time contract between September 2010 and June 2011. Specific times will be agreed with the successful candidate.
LOCATION:	Imagine Office, 45a George Street, Edinburgh.
FEE:	£14,000 to £18,000 dependent on experience

In 2010/11 Imagine will run a range of activities for children and teachers to help them get the best from performing arts experiences. The Learning Partnerships Co-ordinator will be fully involved in the development, coordination and delivery of this programme. The Learning Partnerships Programme for 2010/11 is included in this document.

The Learning Partnerships Co-ordinator role:

The Co-ordinator will work with Imagine's Development Director and the Imagine team to support the delivery of the Learning Partnerships Programme.

Areas of work will include:

CPD:

- Planning and co-delivering Imagine's Creative Learning Networks CPD Events
- Liaising with local authority staff, cultural ambassadors, teachers, workshop leaders and performing companies throughout the preparation, delivery and follow up of Imagine's CPD Events
- Co-ordinating the evaluation of the CPD events and producing final evaluation report
- Representing Imagine at its teachers / educators events

Creative Learning:

- Co-ordinating Imagine's Tour and Festival Learning Workshop Programme, in liaison with Imagine staff, teachers, local authority staff, workshop leaders and performing companies
- Co-ordinating the evaluation of the Learning Workshops and producing final evaluation report, in conjunction with the Imagine Schools Co-ordinator
- Delivering aspects of the Learning Workshops programme
- Working with the Imagine team to develop and deliver a programme which aims to enhance relationships with City of Edinburgh schools
- Supporting Imagine's Artists in Residence in their work with schools

**Resources:**

- Co-ordinating the distribution of Imagine's Learning Resources
- Updating the Learning aspects of Imagine's website
- Maintaining and developing Imagine's presence on Glow
- Working with Imagine's Schools Co-ordinator to maintain the education database

Communications and Developments:

- Being a key contact for teachers and education professionals
- Involvement with the Imagine's teacher's advisory group to ensure their input into the learning partnerships programme activity
- Involvement in planning and developing the Learning Programme for 2011
- Involvement in the coordination of other Learning Projects

Person specification:

The successful candidate will have an arts and / or education background with a minimum of three years experience.

Essential Experience

- Experience of leading and delivering arts education projects
- Experience in leading creative workshops for children and adults
- Experience of working with teachers, young people and artists
- Experience of developing teaching resources
- Experience of managing budgets
- Knowledge and understanding of the Curriculum for Excellence
- A proven track record in delivering excellent customer care

Skills and attributes

- Excellent verbal and written communication skills
- Strong interpersonal and team working skills
- Excellent organisational skills
- Excellent presentation and facilitation skills
- Interest in creative approaches to education

For further information and to apply

Please write to Alice McGrath, Development Director, Imagine, 45a George Street, Edinburgh EH2 2HT, E: alice@imagine.org.uk

Including:

- CV including contact details for 2 references
- Letter of application indicating why you are interested in this position and what skills and experience you can bring to the post (no more than 2 sides of A4).

Closing date: Friday 30th July 2010, 12pm

Interviews will be held on Monday 9th August in Edinburgh. Candidates must be available on this date.



Imagine's Learning Partnerships Programme Aims and activities 2010/11

Imagine is driven by a vision of Scotland as a world leader in performing arts for children and young people. It is our aim that children and young people, aged up to 18, have regular access to a diverse range of high quality, performing arts activity that will entertain, enrich, teach and inspire them.

We achieve this through the following projects and activities:

- Bank of Scotland Imagine Festival & Tour
- Art form Development Programme
- Learning Partnerships Programme
- Audience & Strategic Development

Imagine is passionate in its belief that in working with the performing arts, schools can help meet the aspirations of the Curriculum for Excellence, enabling all young people in Scotland to become *successful learners, confident individuals, responsible citizens* and *effective contributors*. Through the learning partnerships programme, Imagine will help to ensure that educators appreciate the value of the performing arts to children's development and their professional development needs are supported in making the most of performing arts in education.

In developing our **Learning Partnerships Programme** for 2010/11 the following activities have been planned;

Continual Professional Development:

- **Teachers, Cultural Co-ordinators and Cultural Ambassadors CPD**
Imagine will create events specifically aimed at teachers, cultural co-ordinators, and cultural ambassadors giving them the opportunity to see performances for children and young people of the highest standard, take part in discussions and creative workshops, make links with the Curriculum for Excellence, share practice and gain from each others' experiences.
- **Autumn 2010**
Imagine is working in partnership with 4 key local authorities to deliver a programme of CPD events as part of their Creative Learning Network Programme. The authorities included are City of Edinburgh, East Renfrewshire, Inverclyde and Midlothian.
- **Spring 2011**
Imagine will continue to work with the City of Edinburgh Council Creative Learning Network to deliver a programme of CPD to include an event for early years educators in Spring 2011, a Creative Learning Lab in January 2011 and a specific delegate package for cultural ambassadors at the Imagine Festival in May 2011.



Learning Resources:

- **Teachers pack for evaluating and appreciating art**
Launching in September 2010. The pack will support teachers in key outcomes and assessment strands in the *Curriculum for Excellence Expressive Arts Outcomes and Experiences*
- **Glow learning resource**
Funded through Co-Create Glow project this interactive learning resource will be launched in September 2010 at the LTS Learning Festival. A programme of CPD will be developed to accompany the resource.
- **Performing Arts Planner for Schools**
The Performing Arts Planner is produced by Imagine in partnership with Local Authority Creative Links Officers to support Scottish schools in planning their performing arts activity. *The Planner* is a vital resource in supporting schools to develop *partnerships with professional performing arts companies and cultural organisations* as stated as a key outcome in the *Curriculum for Excellence Expressive Arts Outcomes and Experiences*.

Creative Learning for City of Edinburgh Schools:

- Imagine is developing a programme of activity to support Creative Learning in City of Edinburgh Schools. The programme will include network and CPD events for teachers, workshops for pupils and artist in residence opportunities. The programme will help develop and nurture children and young people's creative and aesthetic talents and help develop relationships between Imagine, artists, teachers and pupils.

Bank of Scotland Imagine Festival Workshops in Schools Programme:

- Imagine provides workshops for schools attending certain performances at the Bank of Scotland Imagine Festival. The workshops aim to support young people's deeper understanding of the performance and support young people in making personal, reasoned and creative responses, discuss their thoughts and feelings about it and develop their art criticism skills.



EQUAL OPPORTUNITIES POLICY STATEMENT

- 1.1 Imagine is committed to equality of opportunity in our employment practices.
- 1.2 We regularly review our selection criteria and procedures to ensure that individuals are selected on the basis of relevant merits and abilities.
- 1.3 It is the duty of *all* our staff to accept a personal responsibility for ensuring that fair employment practices are applied. However specific responsibilities fall upon managers involved in recruitment and employee administration.
- 1.4 The Chief Executive and the General Manager monitors the operation of this section of the equal opportunities policy to ensure that it is applied consistently to employees and job applicants.
- 1.5 Any employee who believes that s/he has been unfairly treated within the scope of this section of the equal opportunities policy may raise the matter through the grievance procedure. Any job applicant who believes that s/he has been unfairly treated may write in the first instance to the Chief Executive of Imagine or to the Chair if the Chief Executive is involved.
- 1.6 We will not tolerate unfair discrimination against any member of staff or a job applicant by an Imagine employee. We will investigate any matters brought to our attention and will take action under Imagine's disciplinary procedure where appropriate to do so.
- 1.7 Imagine is committed to making this Policy properly effective