

ENGLISH FOLK DANCE AND SONG SOCIETY



EDUCATION OFFICER/S (1 full-time or 2 part-time positions)

BACKGROUND INFORMATION

The EFDSS is a national folk arts development organisation. It is multi-faceted being a membership society with nearly 4000 members, an arts venue (Cecil Sharp House), an education, training and development agency, a publisher, an advocate and lobbyist, and the custodian of the Vaughan Williams Memorial Library, which is the only dedicated folk arts library and archive in the UK.

The Society is going through a major period of change. It was reviewed and restructured in 2007 with the objective of re-positioning itself as the leading folk arts agency in England. This restructuring resulted in the creation of a senior management team comprising a Chief Executive and four Heads of Departments – Library, Education, Marketing and Operations.

To meet the aim of reviving the Society we are increasing and diversifying our activities to bring the folk arts to a wider public. During the past two years the Society has:-

- Received a grant of £154k from the Heritage Lottery Fund for a major archiving and national education project using six of the song collections in our archive (*Take Six* project).
- Introduced its own regular programme of events at Cecil Sharp House including *The Irrepressible Tradition* music season, showcasing the best new talent on the folk music circuit.
- Worked with partners to produce events eg Mary Neal Project, National Gallery, Sadler's Wells, BFI, Miles of Smiles.
- 'EFDSS on the Move' – supporting programmes at the Cambridge, Sidmouth and Furness Folk Festivals, summer 2009.
- Introduced a Family Friendly programme of events.
- Invited external programmers - BBC 3 broadcaster Verity Sharp is curating a day of activities and an evening concert to celebrate Apple Day in October.
- Developed a visual arts programme.
- Developed a professional development programme including the appointment of an artist-in-residence post (visual artist) and run a choreographic project for professional choreographers on morris and contemporary dance forms.
- Expanded our education programme into new contexts and areas: *Living Song* folk song and composition project devised and delivered in partnership with the Royal College of Music, now entering its second year; cross-arts projects with Camden Library Service; *Singing Histories: London* – in partnership with Sing London creating a folk song booklet bringing London's history to life; *Take 6* project - piloting the use of heritage folk song collections in primary schools in London, Hampshire and Lancashire and creating new www.funwithfolk.com website; and developing opportunities for training teachers and arts educators in the folk arts such as forthcoming World Dances and Action Games Training Day with developed with Camden School Sport Partnership, Camden Music Service and The Place.

Over the next 5 years EFDSS will continue to develop -

- Cecil Sharp House as *the* folk arts centre in London.
- Outreach and education programmes to impact on the national curriculum and the training of music and dance artists and teachers.
- Advocacy and lobbying on behalf of the folk arts working in association with other folk arts agencies and organisations.

- Develop partnerships with a broad range of organisations to attract new audiences and to widen the profile of the Society.
- Prepare for a major capital project to provide the library with increased and climatically suitable space for its ever growing collections.

Following a successful bid for extra funding from the Arts Council, EFDSS is now looking to a whole new area of development as *the* Folk Development Agency for England and as part of this process is developing its Education Department. The new role of Education Officer/s will be part of a team to include the Education Director.

JOB DESCRIPTION

Job Title: Education Officer *

Based at: Cecil Sharp House, 2 Regent's Park Road, London, NW1 7AY

Responsible to: Education Director

Responsible for: Education Department freelance project staff and volunteers

Summary Job Purpose: This new post/s is a key addition to the EFDSS Education Department. It will involve teaching, facilitating and co-ordinating folk song, music and dance projects with diverse groups of children, young people and adults, and professional development and training opportunities for artists, teachers, arts educators and other professionals. The programme takes place within a broad range of education and community settings: at Cecil Sharp House, across London and occasionally in other parts of England. Working with the Education Director, the Education Officer/s will contribute to strategies and plans to develop EFDSS's national education programme.

*** EFDSS is looking to recruit *either*:**

- Two part-time (0.5) Education Officers:
 - One with lead skills in traditional English folk song / music
 - One with lead skills in traditional English folk dance
- or*
- One full-time Education Officer with strong skills in both the above areas

KEY RESPONSIBILITIES

Education Programme

1. Develop and teach at least one of the following: traditional English folk song, music or dance - both solo and with other artists employed by EFDSS – in schools and with community groups, including the creation of songs / music / choreography using and drawing from traditional material.
2. Lead training / INSET sessions for teachers, artists, arts educators and other professional staff.
3. Assist the Education Director in planning, administering and evaluating EFDSS education projects / programme.
4. Produce written project outlines and session plans.
5. Write documentary and evaluation reports on educational and community work (for EFDSS, partner organisations, funding bodies and the EFDSS National Council etc) and other forms of written communication such as newsletters.
6. Create resource materials for INSET sessions, teachers' packs and online resources etc.
7. Assist with recruiting and supervising Education department student placements, interns and volunteers.
8. Attend regular staff meetings as required.
9. Take responsibility for project management - leading on certain projects and assisting with others – including operating project budgets.
10. Represent EFDSS's Education programme at relevant external meetings and events.

Other

1. Develop relationships and partnerships with outside agencies and organisations whose work, aims and scope will advance the Society's objectives.
2. Be an Ambassador for the Society.
3. Carry out any other duties that may be reasonably requested.

PERSON SPECIFICATION

Essential:

- Have completed professional training in a relevant field (to degree-level or equivalent*)
* e.g. have undertaken high quality training of suitable length in one or more relevant folk arts disciplines (equivalent to vocational level training) – this could be in an informal context for example, undertaking a vocal or musical apprenticeship, or playing in a traditional music ensemble, or being involved over several years with a morris side.
- Experience as a professional folk artist / performer.
- Skills in at least one of the following: English folk song, music or dance.
- At least 2 years regular teaching experience in schools and community settings.
- Excellent teaching ability with children, young people and adults of diverse ages, abilities and backgrounds.
- Skills and experience in devising / creating artistic work for educational and community contexts.
- Experience in devising and leading INSET / training sessions for professionals.
- Commitment to working in a way that is inclusive and creative and to EFDSS's values and ethos.
- Strong project leadership skills.
- Sound and up-to-date awareness of child protection, equal opportunities, health and safety and safe arts practice.
- Good awareness of educational issues in schools including knowledge of the National Curriculum at all key stages.
- Sound office and IT skills (word processing, audio-visual, filing etc.).
- Good standard of literacy including the ability to write reports, newsletters etc.
- Ability and willingness to work flexible hours including evenings and weekends.
- Ability and willingness to travel. (Work will take place primarily in the Greater London area, but projects and events may occur from time to time outside London).
- Availability to work during school term times.

Desirable:

- Recognised qualification in arts facilitation / teaching.
- Additional skills in related areas of the (folk) arts such as storytelling, drama or visual arts.
- Experience of project management.
- Experience of leading a small team of artists in an educational / community project.
- Experience of heritage education.

Qualities:

- Self motivation.
- Attention to detail
- Ability to juggle multi-priorities.
- Ability to work as part of a team.
- Flexibility and a positive attitude.
- Resilience – ability to cope well with change and challenge.
- Ability to relate to, and communicate well with, children and adults of all ages and backgrounds.

CONDITIONS OF EMPLOYMENT

Salary: £24,000 *
Hours: 35 hours per week, excluding lunch breaks, Monday to Friday. *
Flexibility required as evening and weekend working will be necessary.
Time off in lieu will be given.
Holidays: 25 days per annum plus statutory public and bank holidays. *
Probation: The post carries a 3 month probationary period.

Contract is to 31 March 2011 with a view to extension, subject to funding.

* Pro rata for part-time position/s.

Please note: this post will involve regular contact with children and young people. In line with EFDSS's Child Protection Policy, appointments will be made subject to satisfactory Enhanced CRB Disclosure; the signing of a declaration stating that there is no reason why you would be considered unsuitable to work with children; and declaring all previous criminal convictions (as per *The Rehabilitation of Offenders Act 1974*).

HOW TO APPLY

Applicants should complete the EFDSS application form, CVs will not be accepted.

Completed applications should be sent to:

Rachel Elliott
Education Director
EFDSS
Cecil Sharp House
2 Regent's Park Road
London, NW1 7AY
rachel@efdss.org

Applications can be made by e-mail or post. Posted applications should be marked 'Education Officer' and 'Confidential'.

Closing date for completed applications is 5.30pm, Wednesday 4 November.
Teaching Auditions will be held at a local Camden school on Tuesday 10 November and
Interviews will be held at Cecil Sharp House on Thursday 12 November.

October 2009