

## Freelance Museum Learning Resource Developer for SEN Schools

Hampshire Cultural Trust (HCT) is seeking a freelancer to develop new self-led museum learning resources for SEN schools for the four HCT sites of:

- Milestones Museum
- Basing House
- Aldershot Military Museum
- Andover Museum and Museum of the Iron Age

**Contract:** Freelance

By tender

**Budget:** Fixed fee £3000 including expenses and VAT. A separate £1000 for purchase of resources etc.

**Closing date:** Monday 23 September 2019

**Interview date:** Wednesday 2 October 2019

**Project completion:** February 2020

It is expected that the appointed specialist will have the following skills and experience that are deemed necessary to deliver the project:

- Experience of developing curriculum-linked learning resources for SEN schools
- Knowledge of the KS1 and KS2 curriculum
- Experience of consulting with teachers
- Experience of project management
- Understanding of learning in a museum, heritage or arts context

Your proposal should include a response to the project brief (with reference to sections three, four, five and six):

- An outline of how you propose to deliver the project
- Your assessment of the key challenges and issues
- Project management procedures
- Timetable for delivery
- Detailed budget breakdown
- Relevant experience, expertise and relevant examples of previous work
- Details of all the personnel proposed to carry out the work (if applicable)
- Details of your levels of insurance

Please send all applications to Helen Sinnamon, Schools Manager:

[helen.sinnamon@hampshireculturaltrust.org.uk](mailto:helen.sinnamon@hampshireculturaltrust.org.uk)

**Closing date for applications: Monday 23 September at 5.00pm.**

## **Brief for Freelancer: development of self-led museum learning resources for SEN Schools**

### **1. Introduction**

Hampshire Cultural Trust (HCT) with its partners Gilbert White and the Oates Collections and Winchester's Military Museums is in the fourth year of the 'Reaching Out!' Museum Education Partnership for North Hampshire, a Museums and Schools project funded by Arts Council England and the Department for Education.

Over-arching aims of the project are to:

- Reach out to schools in North Hampshire that have above average indices of deprivation and/or that show a lack of engagement with museums as part of their classroom teaching in order to forge new, sustainable relationships between these schools and their local museums and thus enhance pupils' education
- Bring together a group of partner museums to deliver this project and thus offer a diverse range of opportunities with which the schools can engage, as well as strengthen existing museum networks and their future resilience

As part of this work we wish to develop new learning resources for SEN schools for the four HCT sites of:

- Milestones Museum
- Basing House
- Aldershot Military Museum
- Andover Museum and Museum of the Iron Age

### **2. Background information**

Milestones Museum is Hampshire's living history museum and a flagship site of HCT, with a suite of successful formal learning programmes from KS1 to KS3. SEN schools are frequent visitors, however there are currently no learning resources to support their self-led visits.

Basing House is the ruins and grounds of a Tudor mansion, destroyed by Oliver Cromwell during the English Civil Wars. Offering formal learning programmes for KS1-KS3 with a significant outdoor element, there are currently no resources available for SEN schools.

Aldershot Military Museum tells the story of daily life for soldiers and civilians in Aldershot military town from 1856. It has led programmes for KS1 and KS2 and is looking to develop resources to engage SEN schools with its stories and collections.

Andover Museum and Museum of the Iron Age focuses on life at nearby Danebury Hillfort and has a led KS1 session based on this period. In common with the other three sites, there is currently no specific provision for SEN schools.

The learning resources would be aimed at students working at KS1 and KS2 and would link into museum displays and collections, whilst also responding to learning needs within the school curriculum. The resources would enable SEN schools to facilitate a self-led visit using the resources that will be developed through this project. This would ensure that SEN schools can utilise the museums and embed the hands-on collections and displays into their lesson plans. The resources will also be sustainable and have a legacy within the venues.

### **3. Project brief**

The purpose of this consultancy is to undertake the detailed consultation, planning and preparation required in order to create self-led learning resources (downloadable and physical, as appropriate) for four museums to support SEN schools with students working at KS1 and KS2 in engaging with the museum collections. You will work with our Schools Manager and Community Managers to develop the programmes in consultation with schools. You will develop the resources and test them with schools before they are finalised. You will design the resource pack to adhere to HCT brand guidelines and logos. You will also train our teams at each site in promoting, managing and maintaining the resources. The activity will take place over a four month period from October – February when the resources will become available. The project will be overseen by the Schools Manager.

The key deliverables are:

- Consultation with a minimum of two SEN schools
- Development, trial, evaluation, review and modification of curriculum-linked self-led learning resources for SEN students working at KS1 and KS2. A minimum of three resources for Milestones Museum, two each for Aldershot and Andover, and one for Basing House. Accompanying text for website, marketing etc.
- Training for staff
- Case study report at project completion

### **4. Skills required**

It is expected that the appointed specialist will have the following skills and experience that are deemed necessary to deliver the project:

- Experience of developing curriculum-linked learning resources for SEN schools
- Knowledge of the KS1 and KS2 curriculum
- Experience of consulting with teachers
- Experience of project management
- Understanding of learning in a museum, heritage or arts context

### **5. Key dates**

|                                  |                               |
|----------------------------------|-------------------------------|
| 1. Deadline for quote submission | Monday 23 September 2019, 5pm |
| 2. Interviews                    | Wednesday 2 October 2019      |
| 3. Contract awarded              | Wednesday 9 October 2019      |

|                                            |                           |
|--------------------------------------------|---------------------------|
| 4. Briefing held with project team         | Wednesday 16 October 2019 |
| 5. Project completed & resources available | February 2020             |

## 6. Method of work

We do not wish to be prescriptive in terms of methodology, but the quote response will have to take into account and include the outlined project brief and the key deliverables (section 3). The methodology will be agreed at the start of the project with the Schools Manager and form part of the contract.

The contract is offered on a freelance basis.

## 7. Budget

This project is being quoted on a fixed fee basis.

The maximum budget available for this project is **£3,000** including travel, administration and other related expenses and VAT. A separate budget of up to £1,000 is available for the purchase of the resources and materials, printing, casual staff support, etc. This budget will be managed by the Schools Manager.

We are seeking a total and inclusive price for the project and no other costs, except the quoted price, will be payable. The payment schedule will be agreed during award of the contract.

## 8. Quote response

Your proposal should include a response to the project brief (with reference to sections three, four, five and six):

- An outline of how you propose to deliver the project
- Your assessment of the key challenges and issues
- Project management procedures
- Timetable for delivery
- Detailed budget breakdown
- Relevant experience, expertise and relevant examples of previous work
- Details of all the personnel proposed to carry out the work (if applicable)
- Details of your levels of insurance

Please send all applications to Helen Sinnamon, Schools Manager:

[helen.sinnamon@hampshireculturaltrust.org.uk](mailto:helen.sinnamon@hampshireculturaltrust.org.uk)

**Closing date for applications:** Monday 23 September at 5.00pm.

## 9. Interviews

The top three scoring quotations will be invited to an interview on **Wednesday 2 October 2019**.