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Learning Review Consultant

Undertake a review of, and recommend updates to, our schools' programme meeting the changing curriculum needs of our primary school audience, and to investigate a new offer for secondary schools.

Location: Working from home and at Tiverton Museum of Mid Devon Life, Devon

Fee: £6750 (including VAT and all associated costs)

Status: Freelance Consultant

Reporting to: Pippa Griffith, Museum Director and Kate Luxton, Learning & Participation Officer

Period of contract: Fixed term, to be completed by 19/02/2027

Introduction

This brief sets out the requirements for undertaking a review of, and recommend updates to, our schools' programme meeting the changing curriculum needs of our primary school audience, and to investigate a new offer for secondary schools. To ensure that there is a focus on inclusive SEND support within this review.

1. Background

1.1 Tiverton Museum is a vibrant, award-winning and much-loved museum that provides extensive displays on the history of Mid Devon; a lively events programme, including temporary exhibitions, guided walks, talks, holiday craft activities and lots more. The museum contributes to the local economy as a key visitor attraction and works closely with its local community. We offer a range of activities for schools and families and are an important resource in an area where poverty and geographical factors increase the risk of isolation. The museum makes it possible for teachers and parents to access good quality learning opportunities outside the classroom. We also provide a successful reminiscence service for older people in care and residential homes, and a monthly memory group based at the museum. The museum runs the town's Tourist Information Service.

1.2 Working with schools is one of our most important services. Annually we engage with more than 75 schools from across Devon and Somerset, through workshops at the museum and in school, and through our Museum Loans service. Our programme uses the museum collection to root curriculum topics within the history of our local area. We need to keep ahead of the curve with curriculum changes and ensure that we meet our current audience needs, as well as engaging with new primary and secondary schools, providing vital cultural and learning opportunities for children who

may not otherwise benefit. We have never had an offer for secondary schools and feel that this represents a gap in our engagement with the local community.

1.3 This project fits with strategic plans to develop the museum and secure organisational resilience. Future financial viability is contingent on keeping costs down, while increasing visitors and earned income. Phased capital redevelopment projects will enable this transformation; reconfiguring the site to reach its full potential, satisfying audience needs and unlocking more income generating activities. We are currently preparing a funding application to prepare plans for the creation of a new accessible and inspiring learning space. This will transform our ability to provide learning opportunities for a greater number of children and young people. A review of our learning programme will be very timely building evidence for future investment (in our facilities and resources). It will also feed into future interpretation plans ensuring displays link to curriculum topics, and allowing gallery space for school activity.

1.4 This work is supported through the Museum Learning and Engagement Grant, funded by Arts Council England and the UK Government.

2 Objective

An experienced consultant is required to undertake consultation with teachers and museum staff, and provide a written report about our schools' programme and the take up. The written report will shape an updated schools' programme, and inform our subsequent capital redevelopment work (eg gallery space for school activity).

The report will support future fundraising applications for the museum's redevelopment.

3. Outputs

The consultant will:

- Undertake a holistic review of our full schools' programme, presenting evidence-based recommendations, based upon:
 - consultation with primary schools (targeting both existing users and non-users, including those in DCMS Culture Priority Places – North Devon, Torbay, Somerset, and schools with 30+% free school meals) on curriculum changes, their priorities and current barriers to engagement;
 - review the offer of other local and regional museums, and their take up;
 - analysis and review of the take up of our current workshop topics;
 - analysis and review of the take up of our loan boxes (identifying heavily used boxes and under-used ones);
 - review of what we do in comparison to National Curriculum review of 2025 and school priorities making recommendations to update our school programme to meet these needs;
 - proposed changes to secondary curriculum, and the need for a secondary school offer. Making recommendations for an offer to meet these needs.
- The review and subsequent programming will:
 - identify and respond to barriers to engagement; -
 - focus on meeting SEND needs;
 - consider the effectiveness of work experience processes.

- Provide an in-person presentation of the summary findings and draft report to Staff and Trustees to ensure they have a full understanding of the stakeholder feedback.
- Provide a clear, practical written report with recommendations for achieving the above which must include funder logos as laid out in the document 'MLEG MDSW Grant Acknowledgement Guidance'. The report must also include the data required for the funder's evaluation.

All documents produced will be the intellectual property of Tiverton Museum of Mid Devon Life.

4. Legal requirements

- The appointed consultant / company will be responsible for their own income tax and National Insurance contributions.
- If the work involves accessing personal data, the appointed consultant needs to be registered with the Information Commissioner's Office.

5. Consultant Selection Criteria

We require demonstrable understanding and experience in:

- Museum learning (for schools)
- Community consultation
- Funded projects
- Team working with museum staff
- Setting realistic targets
- Strong report writing skills

6. Timetable

- Closing date for applications is 9am 02/11/2026
- The candidates will be shortlisted by the Learning & Participation Officer and Director.
- Interviews will take place via Zoom on 05/11/2026
- The work should ideally begin 09/11/2026
- The report should be presented to the museum by 19/02/2027

7. Budget

The fee is £6,750 (including VAT if applicable). The tender costs should include travel and all other costs associated with the work.

Suggested payment will be 25% upon appointment, 50% for the first draft and 25% on receiving the final report and presentation

8. Proposal

Your proposal to undertake this project should include:

- Credentials for the consultant/company and all those who will have input into the work.
- Examples of similar projects undertaken recently.
- A methodology of how you propose to meet the requirements of the brief.
- A programme indicating how you would deliver the project and key dates for tasks.
- A costing breakdown.
- Details of two referees for whom you have done similar work (these would be contacted after interview).

Please email applications to Pippa Griffith, Director at director@tivertonmuseum.org.uk. For an informal chat please contact Pippa or Kate on 01884 256295.