



BRIEF FOR THE PROVISION OF CONSULTANCY SERVICES

Consultancy – Briefs for appointments 2017 to 2019

For Discover DeCrypt

August 2016
Revised June 2018



LOTTERY FUNDED

DISCOVER DECRYPT

Service required: LEARNING PROGRAMME CONSULTANT

Client: Discover DeCrypt Charitable Incorporated Organisation (CIO)

Location: St Mary de Crypt and the Old Crypt Schoolroom,
Southgate Street, Gloucester GL1 1TP

The Discover DeCrypt CIO wishes to engage the services of a Learning Programme Consultant to develop a learning package for schools and families. The project has Round 2 approval from the Heritage Lottery Fund for the Delivery Phase of the project and capital works are underway. During the Development Phase the project engaged a range of consultants to develop the design, activity and learning plans for the project. As part of the Delivery Phase of the project the appointed Learning Programme Consultant will work using the Discover DeCrypt Formal Learning Plan and in liaison with an Education Advisory Group of existing school contacts and the Diocesan/ Cathedral Education team to produce a suite of learning resources and materials to support school and family visits. Background information is provided in the Appendix.

We will ideally be seeking a consultant who has:

- Experience of developing cross curricular educational resources for pupils at primary and secondary levels
- Good understanding of history and RE within the curriculum
- Significant experience in developing and facilitating familiarisation sessions for teachers
- Some familiarity with churches and the Christian tradition

The contract will be commissioned by the CIO and managed by the Community Engagement Manager (CEM), Discover DeCrypt. Draft resources will be received and commented on by both the CIO and the CEM as well as trialled by schools. The Learning Programme Consultant will report to the CEM.

Discover DeCrypt will retain the copyright for the education resources once produced, and the input of the Learning Programme Consultant will be recognised.

Copies of the resources will be available to the Learning Programme Consultant and participating school/s on completion.

Key Tasks and Responsibilities:

- Following the Formal Learning Plan and with reference to national and local learning strategies, the OFSTED framework for school inspection and the Manifesto for Learning Outside the Classroom to produce engaging and instructional lesson plans and resources which will encourage learning through enjoyment

- To focus on Discover DeCrypt's Unique Selling Points as outlined in the Formal Learning Plan, including material targeted at the following curricular areas:
 - **History & British Values** explored through the life and achievements of Robert Raikes in his work with Sunday Schools and prison reform (which could also address elements from the literacy curriculum)
 - **SMSC** – Spiritual, Moral, Social and Cultural Education
 - **RE** – Gloucestershire Agreed Syllabus For Religious Education, linking with unit 1.8 on Sacred Spaces and offering an experiential session
- To produce a unit of work with anticipated classroom learning programme, classroom activities and activities to be undertaken on site in Discover DeCrypt (which would be delivered by an on-site facilitator) drawing on the suggested activities for schools as described in the Formal Learning Plan or developed in discussion with the CEM
- To produce an additional set of materials (which may include some of the same content) for the self-directed use of families visiting the church and schoolrooms
- To engage with the City Museums, Cathedral, Llanthony Secunda Priory, THI and other relevant heritage sites to co-ordinate the offer to schools and develop multi-site and themed full-day learning packages
- The resource materials should include activities to be delivered by the teacher to extend and develop the learning experience following a visit - this resource should be suitable for posting on the Discover DeCrypt website learning hub as an outreach tool
- The resource should allow learners to:
 - *Enjoy learning together*
 - *Develop curiosity and a sense of adventure*
 - *Enquire and observe*
 - *Build a sense of awe and wonder*
 - *Raise knowledge and awareness*
 - *Build positive relationships*
 - *Develop feelings of self-worth and value*
 - *Be inspired and motivated to discover more.*
- The resources should provide for learning that is participatory, multi-sensory, learner-centred, inclusive and sometimes experiential.
- The resources should include historical materials / points of reference as well as signpost modern day relevance for young people.
- To produce associated guidance on risk assessments, planning visits and notes on equipment / materials required to undertake the work
- To develop a training session for teachers, demonstrating and explaining how the resources are to be used

TIMETABLE FOR THE DEVELOPMENT OF A LEARNING PACKAGE

June 2018: Recruitment process starts

12 July 2018: Interviews; Learning Programme Consultant appointed; research phase begins

Sept/Oct 2018: Education Working Group established

Jan 2019: Draft materials produced

March 2019: Activities trialled and evaluated with schools

May 2019: Final resources produced

July 2019: Materials printed /finalised on website; launched with local schools (launch date tba)

FORM OF CONTRACT

The contract will take the form of an exchange of letters setting out the service to be undertaken, the timescale for the work and a schedule of stage payments to be made on satisfactory delivery of the specified work.

There is £5,000 budget to research, consult, develop content, and produce material for the learning package.

PROCUREMENT

The selection for appointment will follow a two stage process:

- i. Please send a detailed response to the brief, your fee (specifying your daily rate and whether it includes or excludes other costs), a cv and any supporting material to : jessicagordon@discoverdecrypt.org.uk by 23.00 on 2 July 2018
- ii. A short-list of up to three applicants will be invited to interview on **Thursday 12 July**

DEADLINE FOR APPLICATIONS:

Monday 2 July 2018 23.00

For further information please contact Jess Gordon, Community Engagement Officer, Discover DeCrypt, 2 St Mary's Street, Gloucester GL1 2QR. 01452 385070.
jessicagordon@discoverdecrypt.org.uk

APPENDIX TO PROJECT BRIEFS: BACKGROUND INFORMATION
FORMAL LEARNING PLAN

(Attached as separate documents)