

SEND / Galleries group: Access and Inclusion specialist

Introduction

ChalleNGe is the Local Cultural Education Partnership for Nottingham City and exists to facilitate collaborations and connections across sectors to ensure all children and young people in Nottingham engage with relevant, inspiring and accessible arts and cultural experiences. We are currently in the first year of a three-year Child Friendly Creative City programme, building on existing work and developing new projects.

As part of our aim to embed a cultural entitlement for all pupils, the SEND/Galleries' working group was established in February 2025. It brings together school SENDCo staff, gallery partners and wider sector professionals in the spirit of supportive enquiry so that learning and reflection is honest, non-judgmental and builds an ethos of trust and challenge. Meetings are hosted in galleries and arts-based staff have spent time in schools through this collaboration. We have set up a new process which enables partners to submit Action Learning proposals to fund developmental learning visits.

Underlying principles Of the SEND / Galleries Group

The group agreed the following key principles

- There is a broad spectrum of additional needs (SEMH, PLMD, visual, auditory, physical)
- Every child is an individual. We need to be open minded and curious and not make assumptions about what will work.
- Purposeful auditing of spaces, completion of risk assessments and pre-visits are the foundations for effective safeguarding. (Galleries welcome auditing of content and logistics)
- Our work should include parents and families as key stakeholders
- Clear specific and timely communication between all partners and stakeholders is key. (Individual needs, points of contact, expectations: written information but also shared through conversation)
- We are all committed to enabling positive experiences of arts and gallery visits for children with additional needs. We will celebrate them.

Role Purpose

We're looking for a knowledgeable and experienced freelancer to support the ChalleNGe Cultural Education Partnership's SEND/Galleries group as a community of practice. The specialist will work closely with arts organisations, schools, and cultural partners to ensure inclusive, high-quality experiences for children and young people with additional needs.

Key Objectives

- **Sharing Expertise:** Use your knowledge and expertise to develop strategies and practical solutions to improve accessibility for children and young people with additional needs. While our focus for this work is supporting the engagement of schools to build a cultural guarantee for all pupils, there may be wider implications for family audiences and participants.
- **Support Partners:** Building capacity and confidence of the arts and education sector, wider gallery staff and SENDCo leads and teachers. Consolidate existing learning within the remits of the gallery learning teams and deliver one-to-one advisory sessions prior to and following action-learning visits.
- **School Visits:** Identify strengths and areas for development during gallery and museum visits, acting as a supportive critical friend in keeping with the ethos of the group. Write and disseminate learning that can be shared with the wider SEND/Galleries network, leading to new resources and improved sustainable practice.
- **Evaluate & Improve:** Using an asset-based approach, evaluate existing sessions, and recommend improvements through reports and case studies.

Responsibilities

- Provide tailored advice and training to arts partners as needed.
- Collaborate with schools and galleries to plan, deliver and evaluate inclusive visits. Help devise Action Learning proposals.
- Develop case studies showcasing best practice and impact.
- Contribute to strategic planning to embed long-term impact and legacy.

Essential Skills & Experience

- Strong knowledge of **Nottingham's primary and secondary education** and SEND (Special Educational Needs and Disabilities).
- Working knowledge and experience of **inclusive arts education**, cultural engagement, and community provision for families with additional needs.
- Knowledge of **gallery programming** and up-to-date curatorial practices around inclusion.
- Ability to **evaluate programmes**, write reports, and present findings.

- **Excellent communication and interpersonal skills** for working with schools and cultural organisations, to develop effective partnerships.
- **Strategic thinking** and problem-solving skills.

Desirable

- Knowledge of national accessibility standards and frameworks.
- Experience in training or mentoring

Contract Details

- **Type:** Freelance
- **Location:** Nottingham
- **Duration:** This position is funded through our 3 yr Child Friendly Creative City (Place Partnership Project) - Until end of March 2028
- **Fee:** £3300 (12 days @ £275 a day) excluding travel.

Application Process

- Submit a covering letter outlining how your skills and experience meet the role requirements and essential criteria. Tell us about your interest in this role. Please include all your contact details.
- Provide 2 examples of previous reports, case studies or projects that you feel support this application.
- CV submission is optional.
- If you would prefer to send an application in a different format (audio/video) please do!

DEADLINE:

- Tues 6 January 2026, 12noon to Heidi.shewell-cooper@ntu.ac.uk
- Shortlisting: Wed 7 January
- Interviews: Weds 14 January (morning)

Partnership and Inclusion

ChalleNGe, Nottingham's Cultural Education Partnership, is hosted by Nottingham Trent University. www.challengenottingham.co.uk

NTU aims to build an inclusive culture that encourages, supports and celebrates the diverse voices and experiences of students and colleagues. By championing positive wellbeing, the university promotes an environment where all can thrive and reach their full potential. ChalleNGe welcomes the unique contributions that you can bring, and we encourage people from underrepresented communities and backgrounds to apply to join our team.

In partnership with:

Nottingham Contemporary

Lakeside Arts, University of Nottingham

National Justice Museum

Nottingham City Museum and Galleries (Nottingham Castle, Wollaton Hall and Newstead Abbey)