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| JOB DESCRIPTION |  |

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| **ROLE:** Casual Learning Assistant  **LOCATION:** All Sites  **LINE MANAGER:** Learning Officers and Community and Learning Manager | **CONTRACT:** casual  **WORKING HOURS:** 0 hours  **SALARY:** £8.97 per hour | |
| **Summary of role purpose:**  To deliver schools learning sessions, family learning workshops, and events for visitors, across Culture Coventry’s sites (principally Coventry Transport Museum, the Lunt Roman Fort and the Herbert Art Gallery & Museum), for a variety of ages, including: early years audiences (0-4 year olds), Primary school aged children and Secondary school students. | | |
| **KEY RESPONSIBILITIES** | | |
| • Work with other team members, external specialists and volunteers to deliver high quality learning experiences for schools and families.  • Deliver learning sessions to schools on a casual basis, including the setting up and clearing up of learning spaces and resources.  • Use museum collections and other resources with appropriate care, to engage school pupils and families, and ensure the safety of the collections and the users.  • To work across a variety of curriculum areas and early years approaches to learning, including Art, History, STEAM (Sciences, Technology, Engineering, Arts & Mathematics), and storytelling.  • Deliver workshops to families, including preparation of materials, welcoming and supporting participants, administering ticketing, money handling, volunteer supervision, and clearing up.  • Maintain required records of the sessions delivered and ensure that paperwork is completed and passed to relevant colleagues.  • Keep abreast of initiatives in museum and gallery education, by participating in any training offered and sharing good practice with colleagues.  • Be an enthusiastic and positive member of the team, providing our school and family audiences with a fun and memorable experience.  **General**  Within areas of responsibility:   * identify and review risks with your Line Manager as part of the organisational risk register; * ensure adherence to all Trust policies and procedures; * contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement; * ensure you comply with and understand all Health & Safety policies and requirements; * support and input into the organisational digital strategy as required; * identify fundraising or sponsorship opportunities and highlight these to your Line Manager; * ensure adherence to the GDPR in respect of all data collected and maintained; * understand and follow Safeguarding policies and procedures. | | |
| **ORGANISATIONAL VALUES**  You will be expected to perform your role in line with our core values which are: | | |
| * **Pride** – we are proud of our…   + city;   + collections;   + work; and   + organisation. * **Collaboration** – we are…   + open to partnerships;   + fully engaged in our community; and   + have a listening culture. * **Innovation** – we will be…   + challenging artistically;   + open to new ideas; and   + digital pioneers. | | * **Business Minded** – we take collective responsibility to…   + secure the organisations future; and   + create opportunity. * **Inclusivity** – we will ensure that…   + diversity thrives;   + lives are changed; and   + we remain socially relevant to all. * **Trusted** - we are valued and trusted by our…   + visitors;   + partners;   + funders; and   + each other. |

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| PERSON SPECIFICATION |  |

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **EXPERIENCE** | | | |
| GCSE Maths and English at Grade C or above. | ✓ |  | Application |
| Qualified to degree level or equivalent professional work experience. |  | ✓ | Application |
| Experience of working (or volunteering) in the arts/heritage or education sector. | ✓ |  | Personal Statement/Interview |
| Experience of delivering learning sessions to schools and/or family learners. |  | ✓ | Personal Statement/Interview |
| **TECHNICAL/PROFESSIONAL** | | | |
| Excellent organisational skills in order to prepare for, and run educational workshops. | ✓ |  | Personal Statement/Interview |
| Excellent communication skills, both written and verbal. | ✓ |  | Personal Statement/Interview |
| Administrative skills to follow booking and records systems, etc. including IT skills. | ✓ |  | Application/Personal Statement/Interview |
| **ABILITIES** | | | |
| Ability to motivate people of all ages to enjoy the collections of Culture Coventry. | ✓ |  | Personal Statement/Interview |
| Ability to work independently and as part of a team. | ✓ |  | Personal Statement/Interview |
| Ability to work with a broad range of people and to respond to differing needs, e.g. SEND, diverse cultures and differing levels of understanding and abilities. | ✓ |  | Personal Statement/Interview |
| **BEHAVIOURS** | | | |
| Understanding and knowledge of History/Art/ Technology in a museum education context. |  | ✓ | Application/Personal Statement/Interview |
| Understanding of the role that museums and galleries can play in enhancing curriculum-based learning and childhood development. |  | ✓ | Application/Personal Statement/Interview |
| Knowledge and understanding of informal learning within the heritage sector, including family learning. |  | ✓ | Application/Personal Statement/Interview |
| A flexible approach to work and willingness and ability to work weekends, bank holidays and occasional evenings. | ✓ |  | Personal Statement/Interview |
| Willing to lead activities whilst in character and/or costume, both indoors and outdoors. |  | ✓ | Personal Statement/Interview |
| Open minded to new opportunities, methods, and ideas. |  | ✓ | Personal Statement/Interview |