|  |  |
| --- | --- |
| JOB DESCRIPTION |  |

|  |  |
| --- | --- |
| **ROLE:** Casual Learning Assistant – Families and Early Years  **LOCATION:** Herbert Art Gallery & Museum, Coventry Transport Museum  **LINE MANAGER:** Learning Officers and Learning and Engagement Manager  **RESPONSIBLE FOR:** N/A | **CONTRACT:** Casual  **WORKING HOURS:** 0 hours  **SALARY:** Grade 2 |
| **OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:**  To deliver and facilitate learning sessions, craft workshops, play-based experiences and events for visitors, across Coventry Transport Museum and the Herbert Art Gallery & Museum, for family audiences and early years groups (Newborn to 5 years). | |
| **MAIN DUTIES AND RESPONSIBILITIES:-** | |
| • Deliver and facilitate learning sessions and play-based activities 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 family visitors, and ensure the safety of the collections and the users.  • To work across a variety of curriculum areas, including Art, History, STEAM (Sciences, Technology, Engineering, Arts & Mathematics) through relaxed workshops with skills building and creativity as key components of the activities.   * To work across a variety of early years approaches to learning, including open-ended play and storytelling, with meaningful, memory making at the centre of the activity.   • Work with other team members, external practitioners (such as artists or partnering museums) and volunteers to deliver high quality experiences for family and early years audiences.  • 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, including recording visitor figures to activities and gathering feedback from visitors.  • 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 family audiences with a fun and memorable experience.  **GENERAL RESPONSIBILITIES:-**   * To embrace and lead by example on the company’s key values; * Identify and review risks with your Line Manager as part of the organisational risk register; * Contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement; * Ensure adherence to all Trust policies and procedures; * Ensure your teams comply with and understand all Health & Safety policies and requirements; * Support and input into the organisational digital strategy as required; * Identify and collaborate with potential key external stakeholders; * Identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and * Ensure adherence to the GDPR in respect of all data collected and maintained. * To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company. * To promote Equality and Diversity and ensure full compliance with Company policy. * To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position. | |

|  |  |
| --- | --- |
| PERSON SPECIFICATION |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **EXPERIENCE** | | | |
| Experience of working (or volunteering) in the arts/heritage or education sector. | þ |  | Personal Statement/Interview |
| Experience of delivering learning sessions to family learners and/or early years children. |  | þ | Personal Statement/Interview |
| **TECHNICAL/PROFESSIONAL** | | | |
| Excellent organisational skills in order to prepare for, and run educational workshops. | þ |  | Personal Statement/Interview |
| Excellent communication skills, both written and verbal. | þ |  | Personal Statement/Interview |
| Administrative skills to follow booking and records systems, etc. including IT skills. | þ |  | Application/Personal Statement/Interview |
| **ABILITIES** | | | |
| Ability to motivate people of all ages to enjoy the collections of Culture Coventry. | þ |  | Personal Statement/Interview |
| Ability to work independently and as part of a team. | þ |  | 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. | þ |  | Personal Statement/Interview |
| **BEHAVIOURS** | | | |
| Understanding and knowledge of History/Art/ Technology in a museum education context. |  | þ | Application/Personal Statement/Interview |
| Understanding of the role that museums and galleries can play in enhancing play-based learning and childhood development. |  | þ | Application/Personal Statement/Interview |
| Knowledge and understanding of informal learning within the heritage sector, including family learning. |  | þ | Application/Personal Statement/Interview |
| A flexible approach to work and willingness and ability to work weekends, bank holidays and occasional evenings. | þ |  | Personal Statement/Interview |
| Open minded to new opportunities, methods, and ideas. |  | þ | Personal Statement/Interview |

**Date Created: June 21**