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| JOB DESCRIPTION |  |

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| **ROLE:** Casual Learning Assistant - Schools**LOCATION:** Herbert Art Gallery & Museum, Coventry Transport Museum**LINE MANAGER:** Learning Officers and Learning and Engagement Manager**RESPONSIBILE FOR:** N/A | **CONTRACT:** Casual**WORKING HOURS:** zero hours**SALARY:** Grade 2 |
| **Summary of role purpose:**To deliver schools learning sessions, workshops, and events for visitors, across Coventry Transport Museum and the Herbert Art Gallery & Museum, for Primary school aged children and Secondary school students. |
| **OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:** |
| * + 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 ensure the safety of the collections and the users.
	+ Work with other team members, external practitioners (such as artists or partnering museums) and volunteers to deliver high quality learning experiences for schools audiences.
	+ To work across a variety of curriculum areas and approaches to learning, including Art, History, STEAM (Sciences, Technology, Engineering, Arts & Mathematics), and storytelling.
	+ Maintain required records of the sessions delivered and ensure that paperwork is completed and passed to relevant colleagues, such as recording school visitor figures and completing evaluation forms with teachers.
	+ 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 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.
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| PERSON SPECIFICATION |  |

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **EXPERIENCE** |
| Experience of working (or volunteering) in the arts/heritage/cultural or education sector. | þ |  | Personal Statement/Interview |
| Experience of delivering learning sessions to schools and/or family learners. |  | 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 curriculum-based learning and childhood development. |  | þ | Application/Personal Statement/Interview |
| Knowledge and understanding of informal learning within the heritage sector. |  | 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