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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.
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| **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 |