

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.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Experience of delivering learning sessions to family learners and/or early years children.		<input checked="" type="checkbox"/>	Personal Statement/Interview
TECHNICAL/PROFESSIONAL			
Excellent organisational skills in order to prepare for, and run educational workshops.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Excellent communication skills, both written and verbal.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Administrative skills to follow booking and records systems, etc. including IT skills.	<input checked="" type="checkbox"/>		Application/Personal Statement/Interview
ABILITIES			
Ability to motivate people of all ages to enjoy the collections of Culture Coventry.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Ability to work independently and as part of a team.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Ability to work with a broad range of people and to respond to differing needs, e.g. SEND, diverse cultures and	<input checked="" type="checkbox"/>		Personal Statement/Interview

differing levels of understanding and abilities.			
BEHAVIOURS			
Understanding and knowledge of History/Art/ Technology in a museum education context.		<input checked="" type="checkbox"/>	Application/Personal Statement/Interview
Understanding of the role that museums and galleries can play in enhancing play-based learning and childhood development.		<input checked="" type="checkbox"/>	Application/Personal Statement/Interview
Knowledge and understanding of informal learning within the heritage sector, including family learning.		<input checked="" type="checkbox"/>	Application/Personal Statement/Interview
A flexible approach to work and willingness and ability to work weekends, bank holidays and occasional evenings.	<input checked="" type="checkbox"/>		Personal Statement/Interview
Open minded to new opportunities, methods, and ideas.		<input checked="" type="checkbox"/>	Personal Statement/Interview

Date Created: June 21