

<b>Job Title:</b>	Formal Learning Officer (Casual)	<b>Role Profile Number:</b>	CEN74
<b>Grades:</b>	N	<b>Date prepared:</b>	November 2018
<b>Directorate/Group:</b>	STEAM Museum – Planning, Regulatory Services & Heritage	<b>Reporting to:</b>	Learning & Engagement Officers

**Job Purpose**

To deliver formal learning sessions for schools, as part of the STEAM Formal Learning Programme for schools locally, regionally and nationally and for children and adults in the community of Swindon.

**Key Accountabilities**

- To deliver Discovery Sessions in the Museum for schools at Key Stages 1, 2, 3 and 4
- To deliver Outreach Sessions in SBC schools at Key Stages 1, 2, 3 and 4
- To deliver themed days and other interpretative learning events to schools at all Key Stages, Early Years and to Further and Higher Education students and adults
- To ensure the highest standards and consistency of delivery across the breadth of Service provision
- To contribute to the development of the Learning Service, including existing and new Discovery Sessions and events for schools
- To contribute to the development of learning support materials for teachers and pupils, and of teaching resources for the Learning Team
- To ensure appropriate handling of the objects, costume and ephemera held in the Learning Collections
- To assist with tasks relating to the management, maintenance and documentation of the Learning Collections and the administration of the Service
- To liaise as necessary with all STEAM staff to ensure the efficient and safe operation of the Learning Service
- As directed by the Learning & Engagement Officers, to undertake learning & engagement work at Lydiard House and Park as outlined within the STEAM / Lydiard Curatorial & Learning Service Level Agreement

**Supplementary Accountabilities**

- To deliver sessions at other Heritage sites (Lydiard House and Park)
- To deliver informal learning activities to support family events
- To contribute to the regular evaluation and review of the Learning Service
- Undertake weekend and occasional evening duties as required
- Ability to travel across the Borough for meetings

## **Knowledge & Experience**

- Able to demonstrate successful teaching experience, including Key Stages 1 and/or 2
- Substantial experience of teaching a broad range of students or the ability to adapt to this, including an understanding of using role-play, drama and performance with school children
- Knowledge of National Curriculum at Key Stages 1 to 4 and best teaching practice
- Significant understanding of good practice regarding Child Protection, Safeguarding and Health and Safety of school children
- Knowledge of/interest in the histories of Swindon, GWR and the Second World War, alongside an interest in STEM subjects and their application within the STEAM learning programme
- Excellent oral communication and presentation skills
- Understanding of the educational aims and objectives of museums
- Able to demonstrate good and effective ICT skills
- Able to demonstrate good understanding of and knowledge of time management and planning skills, with a good ability to prioritise and organise work
- Able to demonstrate the ability to work well under pressure and deadlines and to keep calm under stressful situations
- Able to demonstrate a good understanding of manual handling techniques

## **Qualifications**

- Degree or diploma in a relevant subject preferably with PGCE or Qualified Teacher Status or considerable relevant experience.

## **Decision Making**

- Safety and discipline of teachers and pupils visiting STEAM, teachers and pupils in SBC schools
- Responsibility for STEAM volunteers involved in the delivery of learning programmes
- Session delivery
- Negotiating face to face with visiting teachers over their failure to follow museums and heritage code of conduct for schools or to meet their Health & Safety responsibilities
- Day-to-day activities associated with the care and documentation of learning/handling collections

## **Creativity and Innovation**

- Able to consistently deliver with dynamism
- Able to constantly adapt as the Learning Service changes, new sessions are developed, new knowledge is needed and as the wider Museum operation and environment changes
- Able to adapt own practice day to day to meet the individual needs of each visiting pupil, group or teacher and rework the delivery of school sessions to take equalities and diversity into account
- Required to continually evaluate and improve own teaching performance and try new approaches
- Able to devise teaching strategies to best utilise available teaching and learning resources

## **Job Scope**

<b>Number and types of jobs managed</b>  None	<b>Budget Holder Responsibility</b>	No
<b>Typical tasks supervised/allocated to others</b>  None	<b>Asset Responsibility</b>	No

### Contacts and Relationships

- Is expected to be able to demonstrate excellent communication with teachers and pupils visiting STEAM and teachers and pupils in SBC schools
- Is expected to be able to demonstrate excellent communication with STEAM volunteers involved in the delivery of the Programme for Schools and the range of Museum visitors and with staff members
- Able to work with a broad range of people of differing age, ability and experience

### Other Key Features of the role

- Working occasional weekend and evening duties to meet the demands of the year round programme and work flexibly around deadlines
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work
- You must also co-operate with the Council to enable it to comply with its statutory duties for Health and Safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your Manager of any hazardous situations or risks of which you are aware

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers signature:</b>	Print Name:
<b>Date:</b>	