

## Job Description

<b>Job Title</b>	<b>Learning Assistant (part-time)</b>
<b>Department</b>	<b>Learning</b>
<b>Reporting to</b>	<b>Formal Learning Manager</b>
<b>Hours</b>	<b>21 hours - 3 days (Monday, Tuesday, Wednesday)</b>
<b>Contract</b>	<b>Fixed term one year</b>

## Summary

The Learning Assistant will assist with operational delivery of the Museum's formal and informal learning provision, with training, support and mentoring provided by the learning team. Provide support to the team with content development and administrative duties including the evaluation of activities and programmes.

You will play an important role in delivering the strategic ambitions as outlined in the Museum's 2018 *Mission and Vision* statement, particularly our core aim:

'To build a reputation as a leading venue for children's learning in Cornwall'

## Job Role

### ***Formal Learning:***

- Support the Formal Learning Manager with the development, planning and delivery of our formal learning programme, providing a high standard of customer service and learning delivery.
- Co-ordinate the day-to-day delivery of the formal learning workshops targeted at primary and secondary schools, working closely with our team of learning volunteers.
- Responsible for the setting up and clearing away of the activity or workshop, ensuring that all necessary equipment and preparations have been organised for the workshop in good time.
- Learn and take a lead in the direct delivery of all formal workshops and activities, with the guidance and support of the Formal Learning Manager.
- Assist with the evaluation of our workshops by ensuring that feedback has been provided by the teacher or group leader.

- Monitor participation of audiences and support in the evaluation of learning activities as and when required.
- Review, develop and maintain the schools bookings database.
- Update the Learning information on the Museum website, as and when required.
- Support the Museum's *Minnows* programme, a weekly story-based session for pre-school children and parents.

### ***Informal Learning:***

- Support the planning and delivery of our informal family learning programme for every day of the school holidays, built around the high quality and high capacity provision of free, drop-in 'make and take' craft activities.
- Assist the Creative Learning Manager with the planning and delivery of our programme of special free and paid-for family learning events throughout the year, including liaising with, and on the day support for, external providers; for example, creative and freelance learning specialists and performers.
- Assist with the coordination of the volunteer rota for informal learning activities ensuring that there is sufficient cover provided at all times; providing pro-active support in organising additional cover as and when required.
- Responsible for the setting up and clearing away of the informal learning activities.
- With guidance from the Creative Learning Manager, research and produce new craft activities for the family learning programme.
- Take an active role in the evaluation and further development of the Museum's family activity programme pro-active in providing feedback and suggestions.

### ***General:***

- Provide general administrative support for the team, including photocopying, laminating and preparation of materials.
- Ensure that all learning materials and equipment are ordered, prepared and stored in a neat and tidy manner in readiness for school workshops and informal family activities.
- Maintain learning spaces and environments and updating learning materials as and when required.

## Competencies

### *Essential*

- Enthusiasm to develop a career within the museum learning sector
- Willingness and desire to learn to work with a wide range of formal and informal learning audiences
- Excellent people management and interpersonal skills
- Highly organised, able to plan, to prioritise and meet deadlines
- Excellent team working skills
- Shows initiative, self-motivated, flexible and reliable
- Excellent verbal, written and presentation skills
- Available to work during school holidays, some weekends and evenings
- DBS certificate, or prepared to apply for one (cost will be covered by the Museum)
- Competent IT skills including, Word, Excel and Outlook

### *Desirable*

- Knowledge and understanding of the museum sector including the learning provision for primary, secondary and family audiences
- Have studied to a degree level in a relevant subject area or equivalent
- Teaching qualification or experience
- Experience of supervising a volunteer team
- Working knowledge of Photoshop and Publisher
- First Aid Qualification or the willingness to undergo training