

## **Learning Assistant Volunteer: Formal Learning Role Description**

Our award-winning formal learning programme offer school groups an unforgettable experience in the Museum's galleries. Our curriculum workshops offer fun, interactive and inspiring learning experiences for Early Years, Key Stage 1, and Key Stage 2 pupils. Teaching and learning styles include object handling, storytelling and role-play challenges covering a range of topics.

### **What will I be doing?**

You will assist in the delivery of our workshops to school groups visiting the Museum. Our current Formal Learning Assistant volunteers consist of people from a variety of backgrounds and experiences, from ex-teachers to recent graduates. You are required to be enthusiastic and passionate about delivering an exciting mix of hands-on learning activities for Cornish schools and other education groups. In return for your time, we will provide training and an opportunity to use existing skills and develop new ones.

### **Key tasks:**

Each workshop varies in terms of length of time and range of activities. However, all workshops involve the same key tasks:

- Meet and greet school groups on arrival
- Assist with the setting up and/or packing away of items and equipment before and after school visits
- Support and/or co-deliver hands-on learning activities for groups, ensuring the activities are lively and engaging for pupils
- Adapt style and method of delivery according to the age and learning abilities of the school group, for which training will be provided
- Represent the Museum to school groups and ensure they always receive a high standard of customer care
- Take an active role in the evaluation of the Museum's formal learning programme, reporting feedback, suggestions, and possible improvements

### **Where will I be based?**

You will be based in the National Maritime Museum Cornwall, Falmouth.

### **How much time will I be expected to give?**

Our Formal Learning programmes run during weekdays, in term times, usually between 9.45am-2.15pm (school hours). We ask for a level of commitment, ideally, you'd provide support two/three school visits a month on an ongoing basis, more if able.

## What skills, qualities and experience do I need?

No experience or qualifications are necessary as this is an excellent opportunity to gain new skills and develop your confidence. However, this role would suit people who:

- Have good communication skills; friendly, helpful, enthusiastic, and welcoming
- Are keen to learn and gain experience from working with children in a formal learning environment
- Can present information in a lively and engaging style
- Have excellent interpersonal skills
- Are reliable, with good timekeeping and well-presented
- Enjoy working as a team
- Able to work with and without supervision when required
- Feel comfortable working with children but you will not be left to supervise any child alone (children will always be accompanied by a parent/carer while in the Museum)

## What support and training will I receive?

All volunteers will receive a welcome training session which includes an introductory tour of the Museum. New volunteers will receive training from a member of staff from our learning team and will also shadow an existing volunteer who will provide further training and support. Direct supervision and support will be provided by our Learning Officer and our Formal Learning Manager.

## What will the Museum expect from me?

- To be reliable in attendance and dependable
- To wear the Museum volunteer uniform which is provided
- Maintain good working relationships with staff, other volunteers, and visitors
- Undertake appropriate training and attend department meetings
- Always represent the Museum in a positive manner
- Be fully conversant with fire and emergency evacuation procedures which includes attending evacuation training at least once per year
- Observe the Museum's policy and procedures

## What can I expect from the Museum?

- A welcoming and enjoyable experience
- The opportunity to gain valuable experience to enhance your CV and job applications
- Develop your communication skills, gaining confidence working with children and family audiences
- Experience of working as part of a friendly team
- Meet people from all walks of life and make new friends
- To be treated fairly and with respect
- Recognition and appreciation for your contribution
- Free entry for you and a guest to the Museum; discount in our Café and Shop
- Reimbursement of travel expenses between home and the Museum
- Free parking when carrying out volunteering duties
- To have fun!