A black text on a white background

Description automatically generated

## **Role Title:**

Learning Assistant

## **Reports to:**

Lifelong Learning Manager

## **Functions:**

To assist with delivery of the Lifelong Learning programme at Ironbridge Gorge Museum Trust (IGMT). The post holder will deliver the formal and informal learning offer across the portfolio of museums within IGMT. They will be responsible for the setup and delivery of sessions, and for maintaining and ordering resources.

## **Duties:**

What will I be doing on a day-to-day basis?

1. Deliver the formal learning programme to school groups from Key Stage 1 – 4, in an engaging and enthusiastic manner, using your knowledge, skills and the information provided to do this to the expected high standard.
2. Set up workshop resources at the start of the day and tidy up at the end of the day. Liaise with other departments to ensure resources are properly maintained as needed.
3. Meet schools as they arrive at the museums and help them get settled.
4. Check stock of resources and keep records so that orders can be made in a timely manner when items need to be replenished. Place orders to ensure resources are always available.
5. Deliver the informal learning programme, including, but not limited to, activities and workshops that take place during school holidays, at weekends and occasionally in the evening, the under-fives programme and wider commercial events such as Christmas Weekends, Halloween etc.

A black text on a white background

Description automatically generated

**General Duties:**

1. To undertake any training that is provided to continue to deliver a high-quality learning experience.
2. To contribute to health and safety and security of the museums, working in liaison with the Health and Safety Officer, Operations staff, and line manager as required.
3. To comply with the Museum Associations’ Code of Ethics.
4. To comply with the IGMT Safeguarding Policy.
5. To adhere to the Ironbridge Gorge Museums Trust’s Equal Opportunities policy.
6. Any other duties commensurate with the role.

## **Staff Reporting Directly:**

None.

## **Budgets Held:**

None.

## **How to apply:**

Please submit an official application form, demonstrating how you can fulfil the duties listed above, and how you match the person specification below.

## **Renumeration / Dyas:**

5 days a week, occasional weekend and evening work (for which time off in lieu will be given).

36.5 hours a week

£20.000 pa

A black text on a white background

Description automatically generated

## **Person Specification:**

### Essential:

|  |  | **Expression of interest** | **One to One Interview** | **Practical Test / Presentation** |
| --- | --- | --- | --- | --- |
| **Experience:** | Ability to work independently and as part of a team. | **ü** | **ü** |  |
|  | Experience of working with a range of people. | **ü** | **ü** |  |
|  | Proven communicator with experience of delivering presentations and workshops. | **ü** | **ü** | **ü** |
| **Knowledge, skills and competencies:** | Good organisational skills. | **ü** | **ü** |  |
|  | Experience of working with children and young people | **ü** | **ü** |  |
| **Other:** | The ability to travel between Ironbridge Gorge sites. | **ü** | **ü** |  |

A black text on a white background

Description automatically generated

Desirable:

|  |  | **Expression of interest** | **One to One Interview** |
| --- | --- | --- | --- |
| **Experience:** | Experience of working in a museum or heritage site. | **ü** | **ü** |
|  | Background, experience or qualification in relevant subjects – e.g. History, Art & Design, STEM. | **ü** | **ü** |
|  |  |  |  |

Amanda Phillipson,

Lifelong Learning Manager

November 2023