

Job description

Job title:	Schools Learning Assistant		
Department:	Public Engagement	Contract type: (i.e. permanent, temporary, fixed term, contract)	Permanent
Reporting To:	Participation Manager	Hours per week:	37 hours

1. Main Job purpose

To support in the development and lead in the delivery of a high-quality schools learning programme at York Museums Trust (YMT).

The postholder will offer excellent customer service to schools throughout the whole visiting experience and will deliver led learning activities in a friendly and engaging manner.

2. Principal accountabilities & tasks

- To support the Schools Learning Producer in developing, piloting, delivering and evaluating new self-guided resources and led activities for primary schools to enjoy at the Yorkshire Museum.
- To provide advice and support to schools planning to visit our sites by responding to enquiries and meeting with teachers making free pre-visits.
- To prepare learning spaces for visiting schools. This will involve monitoring materials used in the delivery of activities, setting-up and tidying away resources, and managing site learning spaces.
- To work with colleagues in the Visitor Experience Team to manage and support school visits by providing updates at Visitor Experience Team Briefings and giving site inductions to visiting schools.
- To lead in the delivery of creative led learning activities for schools, such as tours, costumed interpretation, object handling, crafts and consultation activities.
- To support in the delivery of creative learning activities on evenings, weekends, and during school holidays as required.
- To keep abreast of current best practice in formal learning in the heritage sector.

3. Key performance measures & objectives

- New high-quality self-led resources produced for schools to use at our sites.
- New high-quality led workshops developed and delivered for schools at our sites.
- Positive evaluation from visiting schools relating to all aspects of their visitor journey.
- Formal learning KPI figures improve.
- YMT's formal learning offer keeps abreast of current best practice in the heritage sector.
- YMT's formal learning offer is agile in response to audience needs.

4. Key responsibilities e.g. budget, staff, etc

- Build and maintain YMT's reputation for excellent schools' provision.
- Support the Visitor Experience Team in the delivery of a high-quality offer.
- Support the Schools Learning Producer in the development and holding of relationships with schools across York and the wider region.

5. Knowledge, skills & behaviours

Essential

- Current knowledge of best practice in developing and running creative formal and/or learning programmes in a museum and/or gallery context.
- The ability to demonstrate effective problem-solving skills.
- The ability to manage time effectively.
- Excellent communication skills, both written and verbal.
- Excellent organisational skills.
- A willingness to maintain a creative and open-minded outlook.
- The ability to work flexibly and as part of a team.
- The ability to work on own initiative.
- A commitment to and advocacy of equality, diversity, inclusion and anti-racism and an understanding of how these apply to the role.
- YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:
 - Digital recording – e.g. photography, sound, video
 - Social networking – e.g. X (formerly Twitter), Facebook

Desirable

- An understanding of evaluation and monitoring techniques.
- An understanding of best practice in using museum collections creatively in a learning environment.
- An interest in/knowledge of the periods of history represented by the exhibitions at the Yorkshire Museum and how these fit with the National Curriculum.

6. Qualifications and/or work experience

Essential

- A degree in a relevant subject and/or equivalent experience in learning, history, arts or similar.
- Experience in delivering creative learning activities and resources for primary schools in a heritage, school or comparable setting.
- Experience in providing high levels of customer service.

Desirable

- Experience in delivering learning activities for secondary schools in a heritage, school or comparable setting.
- Experience of working with SEND groups in a heritage, school or comparable setting.
- Experience of delivering learning activities in costume and/or whilst acting as a character from the past.
- Experience of using graphic design platforms, such as CANVA.
- Experience in taking and/or managing visitor and/or group bookings in a heritage or comparable setting.