

# HORNIMAN MUSEUM

- Job Description** Schools Learning Officer
- Responsible to** Schools Learning Manager
- Responsible for** No line management responsibility

## **Liases with**

Staff throughout the Museum and in particular those within:  
Learning, Visitor Services, Marketing, Exhibitions and Gardens.  
Externally with teachers, other school staff, pupils and education agencies.

## **Main Purpose of job**

The delivery of a high quality face-to-face educational service to primary and secondary schools and teachers.

## **Main Responsibilities**

### **51% time allocation: Teaching 3 sessions a day, 4 days a week (term time)**

- To run high quality hands-on education sessions, using the handling collection, for school groups from nursery to key stage 4, across all the collection themes. May also include some Key Stage 5, FE college and University groups.

### **43% time allocation: After teaching day and during the non teaching day (term time). Will increase during holiday time.**

- To help promote and evaluate existing sessions for secondary school audiences across the curriculum offer.
- To develop additional session/s for secondary school audiences across the curriculum offer.
- To research and prepare for design marketing (including e-marketing) and learning materials (with particular focus on secondary school audiences), working with schools education team, curatorial, design and marketing staff.
- To investigate, instigate and promote the use of new technologies for on and off site work, particularly for secondary visitors, including Hands Online.
- To explore and promote use of the library and archive collections, particularly for secondary school audiences.
- To devise and deliver teachers INSET.

### **6% time allocation: 2 hours a week (will increase during holiday time)**

- To participate in the care and development of the handling objects and teaching collections, ensuring the proper documentation and storage of specimens.

- To assist with the smooth running of a schools booking and enquiry service.
- To assist with the management of a daily rota system for receiving and teaching target numbers of classes per day and managing the flow of classes through the Education Centre, Hands On Base and other gallery spaces.
- To assist in the preparation of risk assessments.
- To assist in the monitoring and evaluation of the schools service.
- To keep up to date with current education theory and practice as relevant to the Museum's Education Service.
- Any other reasonable duties as requested by the Schools Education Manager.

### **CRB Disclosure Level required for the job**

Standard

### **Person specification**

#### **Skills & Competencies**

##### **Essential**

1. Excellent verbal and written skills, particularly communicating effectively with teachers and pupils.
2. Strong interest in interpreting biological sciences in relation to natural history collections, aquaria and world environments.
3. Ability to work successfully as part of a team.
4. Good organisational and administrative skills.
5. Computer literate, preferably with knowledge of MS Word, Excel and Outlook.
6. Ability to carry out light manual tasks such as moving handling objects.
7. Commitment to the Trust's Equal Opportunities policy.

#### **Knowledge & Experience**

##### **Essential**

8. Hold a degree or an equivalent qualification.
9. A proven track record of effective class management within a classroom or museum.

10. Experience of assimilating new content and teaching to all abilities within the 4-16 age range.
11. An in-depth knowledge of the National Curriculum and other statutory education requirements across Key Stages 1-3.
12. A demonstrable working knowledge of the science curriculum, particularly life processes and living things and some knowledge of the new issues based science curriculum at secondary level.
13. Experience of interpreting museum collections or other interpretation work including historic buildings or wildlife centres.
14. Experience of using objects to support learning (further assessed at interview stage through interactive presentation with object/s).
15. Experience of developing high quality learning resource materials for pupils and teachers.