

Job Description

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| Job Title: | Learning Session Leader |
| Department: | Audiences and Programmes |
| Reporting to: | Learning Officers |
| Reporting Staff: | None |

Main Purpose:

As a Learning Session Leader you will provide exemplary educational experiences to formal learning groups, through the delivery of high quality, interactive learning sessions on a wide range of cross-curricular themes. You will be focusing on our primary and secondary school groups but may also be required to lead sessions for adult learners (Universities and other groups) from time to time.

You will also support the delivery of informal learning activities as part of Bletchley Park's informal learning programme and special events.

This post is subject to an enhanced Disclosure and Barring Service check. This will be carried out on your behalf by the Bletchley Park Trust.

Person Specification:

The position requires the following skills, abilities, and personal attributes:

1. Excellent organisational, time-management and presentation skills
2. Confidence in working collaboratively within a team as well as autonomously to deliver sessions.
3. Self-motivated, and willing to learn, with the ability to adapt delivery style and pace to the needs and requirements of a learning group.
4. An enthusiasm for ensuring all learners have a fantastic experience.
5. A knowledge of and interest in the Bletchley Park story and a willingness to promote the Trust's Mission.

The following experience or knowledge is essential:

1. Experience of leading educational sessions and working within an educational/ learning environment, museum, gallery, or similar setting
2. Knowledge and experience of best practice delivery to SEND groups and individuals
3. A knowledge of heritage interpretation and learning theory and practice
4. An interest in mathematics and computer science, and their application in the real world.
5. Experience of reflective practice and evaluation techniques for continuous improvement
6. Strong IT skills and confident in using MS Office software (Word, Excel, Outlook, Teams and Sharepoint)

The following skills are desirable:

1. Experience of delivering education sessions to college, university, and adult groups
2. A qualification in a STEM subject
3. Awareness of current museum, heritage and educational trends, ideas, and direction

Key Responsibilities:

1. Lead and deliver engaging and interactive workshops, tours, and sessions for our formal and informal educational groups of all abilities, including for learning groups visiting Bletchley Park and groups engaging with the Trust's virtual learning programme.
2. Support our informal learning programme during holiday periods and weekends.
3. Ensure that all our visitors have an enjoyable experience and seek to exceed expectations at every opportunity.
4. To arrive in good time prior to each session, ensuring that educational spaces are presentable, and all resources are set up and cleared away appropriately.
5. Support and assist with the ongoing development of learning resources and ideas within the Learning Department at Bletchley Park
6. Develop positive and sustainable working relationships with our team of volunteers and staff. Responding to correspondence from the Learning Team in a professional and timely manner.
7. Be committed to Continuous Professional Development (CPD), keeping up-to date, and meeting any annual requirement for CPD required of you professionally.
8. Attend any team meetings, training and supervision sessions as required.
9. Keep a record of working hours and submit monthly timesheets.
10. Follow the Trust's policies and procedures on safeguarding, customer care, equal opportunities and HSE requirements.
11. Be willing to undertake additional duties as reasonably requested.

Due to our unique environment, this role will involve movement across the site, standing and lifting / carrying items to facilitate learning sessions and tours. This role is public facing and as such a smart appearance will be required.

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| Conditions: | Based on site at Bletchley Park (MK3 6EB) Casual / Zero-hour contract Shift times are usually 09:30 -14:30 for term time weekdays, and 10.30 – 16.00 for weekends and weekdays in school holidays, however this may vary. Flexibility to work occasional evenings and weekends to meet the needs of our learning groups, attend training and team meetings. |
| Benefits: | Rate of pay £17.09 per hour Company Pension scheme Healthcare cash plan Holiday 33 days per annum pro-rata, including statutory holidays |
| General: | The Trust operates a policy of compliance with the law on grounds of non-discrimination on the basis of race, colour, sex, age, nationality, or disabilities. |
| Contact Details: | Tracy Brighten HR Officer Bletchley Park Trust The Mansion Bletchley Park Milton Keynes MK3 6EB Telephone 01908 272679 www.bletchleypark.org.uk |

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