

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
LIBRARY & CULTURAL INSTITUTIONS
MANCHESTER MUSEUM
LEARNING AND ENGAGEMENT TEAM
LEARNING PROGRAMME ASSISTANT: OUTREACH AND MUSEUM
VACANCY REF: PSX-017334

Salary: £24,174 to £27,116 per annum, depending on relevant experience

Hours: 35 hours per week

Duration: Immediate start, fixed term to end August 2023

Location: Based at Oxford Road, Manchester, working in schools across the North West and at Manchester Museum

Enquiries about the vacancy, shortlisting and interviews:

Primary Learning Coordinator: Amy McDowall

Email: amy.mcdowall@manchester.ac.uk

Working with: Inflatable Museum Support Assistant, Learning and Engagement team, Curators, Visitor team, school children, teachers and other school staff, and external agencies.

Main purpose of job: To work with the Learning and Engagement Team in developing and delivering interactive object-based workshops in the community, using the Inflatable Museum learning space, and at Manchester Museum.

Key Responsibilities, Accountabilities or Duties:

Working with colleagues, you will undertake a range of duties commensurate with the grading and responsibility of the post, which include the following:

- To transport and deliver interactive outreach workshops linked to the Museum's collection to pupils across the region (mostly KS2 but also KS3).
- To follow instructions for safe use and care of the Inflatable Museum and related equipment such as van and lifting equipment, ensuring safe operating procedures are followed at all times, and raising any safety concerns with the Learning Coordinators and Learning Manager.
- To set up and tidy away the Inflatable Museum and related resources, including safely using and monitoring sensitive Museum artefacts and maintaining/updating quality learning resources.
- To provide clear and thorough briefing to schools booking the Inflatable Museum, taking into account access requirements and Health and Safety procedures.
- To increase knowledge and awareness of collections and services among teachers and their pupils through the effective delivery and evaluation of collections-based sessions in schools and at the Museum, acting as an ambassador and representative of the Museum in the community.
- To liaise with the School Bookings Coordinator, the Learning Team and other Museum staff in the day-to-day running of the Inflatable Museum and Museum-based learning programmes.
- To effectively evaluate learning programmes, ensuring evaluations are taken for each workshop, and to contribute to programme changes, in conjunction with the Learning Coordinators and Learning Manager.
- To participate in departmental continuous improvement activities, e.g. team teaching and peer coaching, to ensure consistency and quality across the team.
- To follow changes and developments in the Museum, ensuring you are embedded in the life of the Museum.
- Occasionally, to develop and/or deliver other programme activity (for example with family and community groups), in conjunction with other Learning and Engagement staff, on and off site.
- To assist the Learning Coordinators with the piloting of new sessions and programmes, on and off site.
- To undertake such other duties, as requested by the line manager, consistent with the responsibility and grading of the post.

PERSON SPECIFICATION

The following are essential:

Education/Training

- A teaching qualification or significant experience developing and delivering education in a museum or gallery environment.
- First degree in Arts or Science subject.

Experience

- Experience of developing and/or delivering interactive, practical outside the classroom workshops to children and/or young people.
- Experience of working with a variety of ages and abilities in a formal or informal learning setting.
- Experience of working with teachers, outreach workers and/or community groups.
- Experience of manual handling and moving heavy items safely.
- Experience of safely following operating and risk management procedures.

Knowledge/Skills

- Demonstrable knowledge of a relevant subject area covered by the Museum's collections.
- Excellent oral and written communication skills, including the ability to communicate in an engaging and interactive way to large groups of children.
- Understanding of how to adapt teaching style to different audiences e.g. children with English as an additional language or special educational needs.
- The ability to be a strong team player with the enthusiasm and energy to act proactively, demonstrating initiative and tenacity in solving problems and completing work.
- The ability to liaise with a wide range of internal and external contacts at all levels.
- Commitment to continuous improvement and reflective teaching practice.

- Commitment to the social purpose of museums and an awareness of the nature of a university museum in the context of its links with higher education and the wider community.

Other

- Ability to carry out physical tasks using such appropriate equipment as may be provided (e.g. trolleys lifts etc.) in order to safely transport, pack and unpack equipment and objects.
- Full clean driving licence.
- Willingness to drive the Museum's van.

The following are desirable:

- Knowledge of the National Curriculum and developments in primary school learning and teaching.
- Experience of evaluating and reporting learning initiatives.
- Knowledge of ancient Egypt and/or archaeology
- Strong IT Skills, including social media, word processing and databases, including a proven understanding of and commitment to using technology as a learning tool.
- Training in dynamic risk assessment, manual handling and/or first aid.