

## **Person Specification**

### **Assistant Learning Officer**

#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Demonstrable experience of learning from museum objects, collections and displays
- Experience of developing learning content to meet the needs of the National Curriculum for History, Archaeology, Art or Science at Key Stages 1-5
- Recent experience of working with primary and secondary school students across a range of ability levels
- Experience of effectively communicating and delivering a range of activities to a range of audiences including school and family audiences
- Successful experience of researching, planning, delivering and evaluating activities, events and projects
- Experience of assisting with the development of online/ digital learning
- Able to work on own initiative and with supervision and as part of a team
- Effective verbal and written communication skills
- Excellent organisational skills and ability to see projects through to completion
- Good ICT skills including proficiency in the use of email and Microsoft Office
- Able to work on own initiative and with supervision as part of a team
- Commitment to Equal Opportunities and anti-discriminatory practices

#### **Desirable**

- Research skills
- Youth Work certificate, teaching qualification or other child orientated training
- Experience of working in a museum learning environment
- Experience of working with different cultural groups

#### **Part B**

The following criteria will be further explored at the interview stage:

- Demonstrable experience of learning from museum objects, collections and displays
- Experience of developing learning content to meet the needs of the National Curriculum for History, Archaeology, Art or Science at Key Stages 1-5
- Recent experience of working with primary and secondary school students across a range of ability levels
- Experience of effectively communicating and delivering a range of activities to a range of audiences including school and family audiences
- Successful experience of researching, planning, delivering and evaluating activities, events and projects.
- Able to work on own initiative and with supervision and as part of a team
- Effective verbal and written communication skills
- Excellent organisational skills and ability to see projects through to completion
- Good ICT skills including proficiency in the use of email and Microsoft Office

- Able to work on own initiative and with supervision as part of a team
- Commitment to Equal Opportunities and anti-discriminatory practices

**Additional Requirements**

- The role will require the post holder to work on occasion outside of normal working hours (evenings and weekends)
- The role is subject to an enhanced DBS check