

## Job Description

**Directorate:** Tyne & Wear Archives & Museums Service

**Division:** Central Services

**Post Title:** Assistant Learning Officer DD75

**Evaluation:** 443 Points **Grade:** N5

**Responsible to:** Learning Officer

**Responsible for:** N/A

**Job Purpose:** The purpose of the role is to provide activities and events for people of all ages and abilities including schools, families, community groups, specialists and others. The post forms part of Tyne and Wear Museums' learning team and the postholder will be expected to contribute to the work of all sections within the overall policies of the team.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assisting with development and provision of both formal and informal learning services in museum(s) to which he/she is assigned, for all users, in person and online.
2. Liaise with LEA officers, teachers and others in planning and promoting learning activities and contribute to INSET training for teachers and others.
3. Provision of general learning advice to colleagues in their assigned museum(s).
4. To keep abreast of developments in the field of learning.
5. Provision of appropriate reports, attendance at meetings and maintenance of accurate records of Service uptake and other relevant data.
6. Liaison with Collection Management colleagues regarding provision of exhibits and loan material for educational purposes as well as talks, demonstrations, etc.
7. Assisting with research, preparation and development of appropriate learning materials, loan packs, documents, etc., consistent with Tyne and Wear Museums' Learning policy.
8. Contribute to the preparations of exhibitions, displays and other forms of interpretation with colleagues.

9. To be responsible for the care of assigned learning resources in learning rooms, stores and galleries.
- 10 Monitoring and evaluation of all activities carried out using appropriate frameworks and production of case studies
11. To promote and implement health and safety standards and objectives and to fulfil the duties and responsibilities of the post detailed in the TWM Health, Safety and Risk Assessment Manual.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.