

Post Title: Learning Officer BB157

Evaluation: 515 points

Grade: N7

Responsible to: Museum Manager

Responsible for: Assistant Learning Officer(s) as assigned

Job Purpose: The post holder will be responsible for the provision of a comprehensive learning service in the building(s) assigned and at other sites as directed. Additionally the post holder will offer a subject expertise on a service-wide basis, in at least. The post forms part of Tyne and Wear Archives and 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. Development and provision of both formal and informal learning services in venue(s) to which he/she is assigned, for all users, in person and online.
2. Liaise with Children's Services including LEA officers, teachers and others in planning and promoting learning activities and organise and contribute to INSET training for teachers and others.
3. Provision of subject specialist information in an educational context and advice on a service-wide basis to colleagues, and provision of general learning advice to colleagues.
4. To keep abreast of developments in the field of learning generally and their specialist subject(s) specifically.
5. Management of Assistant Learning Officers and other staff and volunteers as appropriate.
6. Provision of appropriate reports, attendance at meetings and maintenance of accurate records of Service uptake and other relevant data.
7. Liaison with Collection Management colleagues regarding provision of exhibits and loan material for educational purposes as well as talks, demonstrations, etc.

8. Research, preparation and development of appropriate learning materials, loan packs, documents, etc., consistent with TWAM's learning policy.
9. Participation in the initiation and preparation of exhibitions, displays and other forms of interpretation with colleagues.
10. To contribute towards the implementation of standards of learning provision.
11. To provide coaching and training of colleagues in museum and archive learning.
12. To be accountable for budgets as assigned and be responsible for the care of learning resources in learning rooms, stores and galleries.
13. Monitoring and evaluation of all activities carried out using appropriate frameworks and production of case studies
14. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.