



JOB DESCRIPTION & PERSON SPECIFICATION

SERVICE AREA:	Hull Culture & Leisure Ltd	POSITION NO:
SECTION:	Heritage	GRADE: Grade 6
JOB TITLE:	Assistant Education Enabler	DATE PREPARED: March 2024
EVALUATION DATE:	June 2024	JE NUMBER: HCL222

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Hull Culture & Leisure Ltd Equal Opportunities in Employment Policy.

PURPOSE:
To deliver established formal and informal workshop experiences to schools, adults, community and cross generational learners at Hull Museum sites, partner sites and outreach venues around Hull and support development and delivery of new programmes as requested.

PRINCIPAL ACCOUNTABILITIES:	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults
2.	To deliver a core programme of formal learning led sessions to Key Stage 1/2 children at any of the heritage / museum sites in Hull city centre and outreach venues around Hull.
3.	To deliver occasional projects to Key Stage 3/4 children if required at any of the heritage / museum sites in Hull city centre and outreach venues around Hull. Please note KS3/4 projects aren’t currently part of the core programme , (with the emphasis of day-to-day delivery being on KS1/2).
4.	To deliver an established programme to adult, community and cross generational learners at any of the heritage / museum sites in Hull city centre and outreach venues around Hull.
5.	To support the development of new learning experiences including attending training days as required and independently carrying out observations and research, in order to build a portfolio of led sessions and deliver the highest quality service.
6.	To assist in the delivery of outreach learning projects as required.
7.	To deliver as requested historical workshops in character and costume.
8.	To collect and promptly return customer evaluation and numbers of participants to comply with administrative and invoicing procedures in an efficient and effective manner.

9.	To be flexible and available on weekdays and weekends as required, in line with customer requirements, to ensure the operational needs of the organisation are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces covered by Hull Museums Learning service both contractually and across Hull Culture & Leisure Ltd.
10.	Maintain tidy, clean and safe learning spaces and storage areas at all times in line with Health and Safety requirements and service standards including the prompt reporting of issues, consumable replacements or damage.
11.	Responsible for the safe handling and care of Hull Museums Learning handling collections, Hull Museum artefacts and paintings during use with groups and their safe and secure storage following use, including the prompt reporting of issues, replacements or damage.
12.	Responsibility for keys and passes, opening up educational spaces / rooms and buildings as required in line with current policy and procedures.
13.	To promote services and work as an advocate for Hull Museums in all interactions with customers, audiences and clients.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Hull Culture & Leisure Ltd are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Hull Culture & Leisure Ltd.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

Supervisory responsibility for other casuals, volunteers and students as appropriate.

2. Responsibility for Customers/Clients:

Effective interactions and excellent levels of customer care with internal and external customers and clients are central to this role.

Responsible for the safe and enjoyable delivery of learning experiences specific to customer needs and requirements.

Responsible for ensuring all collection and use of customer data is in strict compliance with the Data Protection Act.

3. Responsibility for Budgets:

Works within specified budgets and manages delegated development budgets as appropriate.

4. Responsibility for Physical Resources:

Responsible for the safe handling, care during use, storage and packing of Heritage Learning handling collections used in all learning programmes.

Responsible for maintaining, tidying and cleaning of the working environment and education spaces after the delivery of led sessions including the prompt reporting of issues or damage.

Responsible for keys, passes and use of fixed and portable equipment, resources, consumables and marketing materials including the prompt reporting of issues, replacements or damage.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Maintain collaborative and operational relationships with all staff within the Hull Museums Learning Team and wider Hull Heritage Service (as appropriate).

2. With Any Other Hull Culture & Leisure Ltd Areas

Maintains positive and collaborative relationships with other Heritage Service departments to facilitate effective communications and partnership working.

Other Hull Culture & Leisure Ltd departments as appropriate to ensure effective operation of the service and partnership working.

ORGANISATION CHART:

Museum & Gallery Manager

Learning Manager

Schools Programme Manager

This post – Casual Cultural Learning Facilitator or Assistant

	Tick relevant level for each category					Supporting Information (if applicable)	
	Not applicable	Low	Moderate	High	Very High		Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).			x				The post holder may be required to move boxes and resources as required between sites and upstairs.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).		x					Although evaluated as ‘low’ the post holder may be asked to work outside at events in all weathers.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.			x				This role will involve working with customers and clients which may include exposure to difficult customers or situations

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
<i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>				
1.	Qualifications:			
	English, Maths GCSE, grade C or above or equivalent	x		AF
	Teaching qualification or equivalent experience	x		AF
2.	Relevant Experience:			
	Experience of teaching either in a museum, cultural learning or school / college environment.	x		AF / I
	Experience of using creativity to enhance learning programmes in a formal learning environment or creative organisation	x		AF
	Broad understanding of teaching/ learning methods and styles	x		AF
	Experience of delivering programmes to KS1/2	x		AF / I
	Experience of delivering programmes to KS3/4		x	
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people and/or vulnerable adults.	x		AF

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults.	x		AF
	Ability to follow specific led session objectives and scripts to ensure consistency and standards in delivery. Being able to interpret lesson plans as required and carry out independent research to support delivery of lesson plans.	x		AF / I
	Ability to work on own initiative, be proactive in relation to the required tasks and to anticipate problems and opportunities.	x		AF / I
	Excellent organisational skills with attention to detail and the ability to prioritise own work in order to meet changing workloads.	x		AF / I
	Excellent customer service skills	x		AF
	IT skills including Microsoft Office, Outlook / Email, Excel, Powerpoint and the Internet.	x		AF
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	x		AF
	Basic historical, STEM or art knowledge along with an understanding and appreciation of the benefits of museum and art collections as a learning resource.	x		AF / I
	Understanding of current trends in delivering the National Curriculum at KS 1/2 and KS 3/4.		x	AF / I
	An understanding and working knowledge of utilising museums / cultural venues and historical artefacts as a source for learning		x	AF / I
	Knowledge of excellent customer care and standards.	x		AF / I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (<i>service area to include where appropriate</i>).	x		AF / I
	Excellent and professional interpersonal and communication skills with the ability to deliver content in an appropriate manner relevant to the audience.	x		AF / I
	Ability to present information with confidence.	x		AF / I
	Tact and diplomacy in dealing with customers and clients with the ability to remain calm and polite in difficult situations.	x		I
	Written Skills			
	Ability to produce clear concise, accurate reports or briefing notes and correspondence in accessible ways as required.	x		AF / I
6.	Other:			

PERSON SPECIFICATION		Tick relevant column		List code/s*
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		Essential	Desirable	How identified
	Full driving licence with access to a car (in line with Hull Culture & Leisure Ltd casual car use policy) or willingness to travel reasonable distances to deliver external outreach work, commissions and projects.	x		AF / I
	Able to be responsible for keys and passes and operate alarm systems in line with training and current policies and procedures.	x		AF/I
<p>The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	Additional Requirements:			
	Full access to up-to-date ICT equipment and software.	x		AF / I
	Full access to and proficient in essential communication methods; email, mobile phone and internet.	x		AF / I
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Company obtaining a satisfactory Enhanced disclosure with DBS Childrens Barred List check from the Disclosure & Barring Service	x	N/A	DBS Disclosure
	If the postholder requires a Standard or Enhanced DBS disclosure the candidate is required to declare full details of everything on their criminal record unless the conviction/s and/or caution/s are considered "protected" in line with filtering rules for DBS checks.	x	N/A	AF(after short listing)
	If the postholder requires a 'Basic Disclosure' or no disclosure is required, the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)