



Post: Summer Learning Assistant

Grade: 5

Directorate: Marketing and Supporter Development

Location: London

Reporting to: Learning Manager

Main function of post: Delivery of formal learning sessions to visiting school groups and other educational groups, and informal learning programmes to general family visitors.

Supervisory responsibilities: None

Hours worked: Part-time contract 30 hours per week from 1st April 2019 – 31st August 2019

Working pattern: Variable according to needs of the Centre

Main duties of the post

1. To deliver the centre's formal and informal learning programmes including teaching school groups and leading holiday/weekend events and activities.
2. To provide excellent customer service and quality delivery of sessions to those participating in or associated with the learning events and activities, and uphold the department's and centre's high quality standards at all times.
3. To gather feedback / undertake evaluation concerning the events and activities to enable the Learning Manager to monitor their success and improve and develop as required
4. To liaise with education and centre volunteers and staff to ensure the smooth running of learning events and activities on the day
5. To maintain appropriate spaces/storage/equipment
6. To adhere to Health & Safety Regulations, ensuring the safety of self, visitors and other staff
7. To carry out related duties as agreed with the Learning Manager

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: January 2018

Amended:

Person Specification

1. Qualifications

Essential:

- Educated to 'A' level standard or equivalent in relevant subjects

Desirable:

- Degree or equivalent training in relevant field
- Appropriate teaching/group work qualification or equivalent experience

2. Experience

Essential:

- Experience of educational work with children and/or adults
- Experience of customer-centred environments
- Previous computer skills gained in outlook/word/excel programmes

Desirable:

- Knowledge of and interest in conservation and environmental issues.
- Formal teaching experience
- Experience of environmental education techniques gained through paid or voluntary work, e.g. Bushcraft, Forest Schools

3. Supervisory

Essential:

- Ability to supervise and enthuse learning volunteers and transfer knowledge.

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	Up to 4 max
Contractors	0	0

4. Responsibility

Essential:

- Ability to lead the learning sessions and activities confidently and independently
- Ability to deal with any issues and problems that may arise in an appropriate manner
- Ability to sensitively handle confidential information and small amounts of cash

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£10
Assets (required for job, exc. buildings)	Staff uniform
Visitors (per annum)	170,000

5. Creative Ability

Essential:

- Ability to deliver learning activities and events in an engaging and informative manner to a wide range of audiences, in an appropriate manner
- Engaging communicator, able to enthuse and 'reach' diverse audiences

6. Contact

Essential:

- Contact with other departments and public on routine matters is a regular part of the job

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.