

Policy, Culture and Communications, Town Hall and Museum

Job Title: Learning Assistant (Job no: 02940)

Salary: Grade 4 – £18,453 with possible progression to £20,858

Contract: Permanent, 5 days in 7 - 12 hours per week

The days of work will mainly be in term time of the academic year, school workshops generally being between Tuesday to Thursday, 9.30 am – 3.30 pm. However, some weekend and evening work will be necessary, as will work during school holidays leading children's activities.

Oxford is known throughout the world for its long history of academic excellence, its architectural and cultural heritage, as well as its innovative, contemporary achievements in scholarship, literature, manufacturing, publishing, medicine and science. Oxford City Council employs over 1,200 people who are helping achieve the Council's goal of building a world class city for everyone. Our people support the City's communities with services to promote Oxford's reputation and maintain its growth as a world class city. Oxford City Council provides a friendly yet hardworking environment for employees to develop and good career opportunities for individuals to grow.

#### Main Duties & Responsibilities

- Giving talks, presentations and practical demonstrations at the museum and other venues, imparting historical and other information in a factual but lively manner. Leading interpretive activities for groups of all ages at the museum and also out in the community, through outreach work and demos at other venues
- Ensuring the readiness of facilities and materials for group visits: setting out and packing away rooms, furniture and equipment; setting out and packing away the museum handling collections and having due care for their conservation
- Carrying out ongoing research relevant to the education programme in order to present accurate and up to date information
- Reading and learning relevant texts and activity instructions
- Contributing to the development of the Museum education, events and activity programme as part of the education team Plan and resource art and craft activities for all museum audiences. Support and train volunteers in delivering educational activities
- Maintaining the security and integrity of the town hall, museum and its collections at all times
- Wearing and maintaining suitable clothing in keeping with the activity being presented – i.e. accurate historical costume or museum uniform (TBC)
- Providing users with a courteous and warm reception, whilst exerting discipline over groups as necessary, and supervising them whilst on site. Ensuring that all visitors are looked after with due regard for their health and safety

- Dealing with the receipt of monies and issue of receipts when necessary and supervising groups in the retail area
- Representing the museum at special events; setting up exhibitions and displays etc, at the museum and at other venues
- Any other duties consistent in nature with those outlined above

#### Essential/Desirable Criteria

##### **ESSENTIAL:**

- Experience of presenting educational events to the public, particularly children
- Experience of working in a customer focused role
- Excellent computer skills- experience of using Windows, word processing, databases, spreadsheets, desktop publishing and email
- Excellent verbal communications skills to deliver presentations, interact with school groups, and communicate clearly with the other members of the museum team, volunteers, and visitors of all ages and backgrounds
- Ability to write clearly in plain English to write publicity material, education resources, and reports on the service
- Excellent numeracy skills to reconcile visitor data, maintain budgets and balance resource costs
- Knowledge of relevant health and safety legislation and good practice to carry out risk assessments
- Creative skills to be able to plan and deliver activities and workshops
- Organisational skills and ability to deal with situations under pressure
- Able and willing to work on own initiative and as part of a team
- Able to attend meetings and events out of the office, and sometimes out of normal working hours

##### **DESIRABLE:**

- Experience of working in arts, museums, heritage, education or related field
- Experience of developing educational resources
- Experience of participating in the organisation and promotion of public events
- Full clean driving license
- Knowledge of the National Curriculum
- Knowledge of Oxford and its history
- A good understanding of museum audience needs, particularly families and children

##### **Benefits include:**

- A final year salary pension scheme [available to all employees who work for Oxford City Council for three months or more]
- up to 32 days annual leave [after 5 years' service]
- Flex time [where appropriate]
- A childcare voucher scheme.

Oxford City Council encourages all staff to consider alternatives to car journeys, both for travel to and during work, such as walking, cycling and public transport where possible.

For an informal discussion about the post please contact Kate Toomey, Museum & Heritage Community Learning Officer on 01865 252819 or [ktoomey@oxford.gov.uk](mailto:ktoomey@oxford.gov.uk)

Closing Date: 12<sup>th</sup> January 2012 at 16.30pm

LATE APPLICATIONS WILL NOT BE ACCEPTED

Interview Date: Tuesday 31<sup>st</sup> January 2012

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will therefore have to complete a Criminal Record Check before an appointment is made.

Disabled Applicants who meet the essential criteria on the Person Specification will be invited to interview.

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.

***Full details of the posts above, including application forms & job descriptions are available on-line to download at [www.oxford.gov.uk](http://www.oxford.gov.uk)***

**For an application pack by post please contact 01865 252848 or  
E-mail: [recruitment@oxford.gov.uk](mailto:recruitment@oxford.gov.uk)**

**Completed applications should be returned to:**

**[recruitment@oxford.gov.uk](mailto:recruitment@oxford.gov.uk) or posted to:**

**People & Equalities, Town Hall, St Aldates, Oxford OX1 1BX  
Valuing differences and making equal opportunities a reality**



## JOB DESCRIPTION

JOB INFORMATION			
JOB TITLE	Heritage Learning Assistant	POST NUMBER	02940
SERVICE AREA	Policy, Culture & Communications	LOCATION	Oxford Town Hall & Museum
GRADE	4	GRADE RANGE	£18,453 with possible progression to £20,858
HOURS	5 days in 7 – 12 hours per week	TYPE	Permanent
ACCOUNTABILITIES			
RESPONSIBLE TO	Learning Officer	NO. OF EMPLOYEES	0
BUDGET (£)	0	ASSETS	0
JOB PURPOSE (2/3 bullet points max)			
<ul style="list-style-type: none"> <li>To interpret the Town Hall and Museum collections, through the delivery of its educational programme to school and adult groups, and to deliver other activities and special events in the Town Hall and out in the community.</li> </ul>			
QUALIFICATIONS AND EXPERIENCE	TECHNICAL KNOWLEDGE/SKILLS	BEHAVIOURAL SKILLS	
<b>ESSENTIAL:</b> <ul style="list-style-type: none"> <li>Experience of presenting educational events to the public, particularly children</li> <li>Experience of working in a customer focused role</li> </ul> <b>DESIRABLE:</b> <ul style="list-style-type: none"> <li>Experience of working in arts, museums, heritage, education or related field</li> </ul>	<b>ESSENTIAL:</b> <ul style="list-style-type: none"> <li>Excellent computer skills- experience of using Windows, word processing, databases, spreadsheets, desktop publishing and email</li> <li>Excellent verbal communications skills to deliver presentations, interact with school groups, and</li> </ul>	<b>ESSENTIAL:</b> <ul style="list-style-type: none"> <li>Organisational skills and ability to deal with situations under pressure</li> <li>Able and willing to work on own initiative and as part of a team</li> <li>Able to attend meetings and events out of the office, and sometimes out of normal working hours</li> </ul>	

<ul style="list-style-type: none"> <li>• Experience of developing educational resources</li> <li>• Experience of participating in the organisation and promotion of public events</li> <li>• Full clean driving license</li> </ul>	<p>communicate clearly with the other members of the museum team, volunteers, and visitors of all ages and backgrounds</p> <ul style="list-style-type: none"> <li>• Ability to write clearly in plain English to write publicity material, education resources, and reports on the service</li> <li>• Excellent numeracy skills to reconcile visitor data, maintain budgets and balance resource costs</li> <li>• Knowledge of relevant health and safety legislation and good practice to carry out risk assessments</li> <li>• Creative skills to be able to plan and deliver activities and workshops</li> </ul> <p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of Oxford and its history</li> <li>• A good understanding of museum audience needs, particularly families and children</li> </ul>	
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#### MAIN DUTIES AND RESPONSIBILITIES (10-15 MAX)

- Giving talks, presentations and practical demonstrations at the museum and other venues, imparting historical and other information in a factual but lively manner. Leading interpretive activities for groups of all ages at the museum and also out in the community, through outreach work and demos at other venues
- Ensuring the readiness of facilities and materials for group visits: setting out and packing away rooms, furniture and equipment; setting out and packing away the museum handling collections and having due care for their conservation
- Carrying out ongoing research relevant to the education programme in order to present accurate and up to date information
- Reading and learning relevant texts and activity instructions
- Contributing to the development of the Museum education, events and activity programme as part of the education team Plan and resource art and craft activities for all museum audiences. Support and train volunteers in delivering educational activities
- Maintaining the security and integrity of the town hall, museum and its collections at all times
- Wearing and maintaining suitable clothing in keeping with the activity being presented – i.e. accurate historical costume or museum uniform (TBC)
- Providing users with a courteous and warm reception, whilst exerting discipline over groups as necessary, and supervising them whilst on site. Ensuring that all visitors are looked after with due regard for their health and safety
- Dealing with the receipt of monies and issue of receipts when necessary and supervising groups in the retail area
- Representing the museum at special events; setting up exhibitions and displays etc, at the museum and at other venues
- Any other duties consistent in nature with those outlined above

#### **GENERIC RESPONSIBILITIES**

- To provide the service in accordance with the Council's Vision, Corporate Plan and Service Transformation Plans
- To work in the spirit of the employee / manager charter
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To participate in the adoption and promotion of the Council equalities and carbon management initiative
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested including outside of office hours

<b>Candidate Screening</b>	<b>Rehabilitation of offenders Act 1974</b>	<b>Criminal Records Bureau Disclosure</b>
	<i><b>Applies</b></i>	<i><b>Enhanced</b></i>

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Council need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.