



Sheffield Museums Trust

Job Description

Job Title:	Casual Learning Deliverer
Responsible to:	School Learning Manager and Public Programme Manager
Responsible for:	N/A
Liaises with:	All Departments and staff External Contractors Volunteers

The Job

The purpose of the job is to:

- deliver interactive curriculum-led learning workshops for primary schools across six Sheffield Museums sites.
- provide engaging learning activities for a diverse range of ages and audiences both on and off site.

The Bigger Picture

You will:

- deliver and evaluate curriculum-linked workshops on a range of subjects for primary school children, in an enthusiastic and engaging manner.
- deliver high-quality learning experiences for a diverse range of ages and audiences across our school and public programmes.
- support the development of new learning experiences, including attending training days as required, in order to deliver the highest quality service.
- represent, and advocate on behalf of, Sheffield Museums at all times both to our visitors and to external stakeholders where appropriate.
- have a clear understanding of Health and Safety and Safeguarding policies and practices and ensure that these are followed.

The Day to Day

You will:

- lead workshops for primary school children at Sheffield Museums sites, following our session plans and risk assessments.
- have the opportunity to lead creative sessions for family visitors during term time, in school holidays and at weekends, with full support and training.
- have the opportunity to lead sessions and deliver guided tours for adult visitors, with full support and training.
- deliver learning activities on an outreach basis in schools and community venues as required.
- set up sessions, clear away resources and ensure the overall clean and tidy appearance of learning spaces before and after delivery, restocking resources and materials and reporting any issues or damage as appropriate.
- advocate on behalf of Sheffield Museums to support our fundraising objectives, promote our work and signpost supporters to donation channels as appropriate.
- support and work with volunteers in sessions.
- undertake training and development as required.
- be responsible for your own safety and the safety of colleagues and visitors, taking all appropriate measures required to maintain the security and safety of collections, buildings and people.
- be available to work out of hours as required.
- undertake any other reasonable duties that may be required by the post holder.

Person Specification

Job Title: Casual Learning Deliverer Department: Learning & Participation				
	Essential	Desirable	Method of Assessment	Shortlisting Criteria
Qualifications & Training				
Teaching or training qualification		✓	AF/C	
Experience				
Awareness of the needs of different audiences including schools and families.	✓		AF/I	✓
Experience of teaching/delivering in a range of styles, to different audiences.	✓		AF/I	✓
Experience of using museums or heritage sites and collections as a learning resource.		✓	AF/I	
Skills				
Ability to work effectively as part of a team as well as on your own.	✓		AF/I	✓
Ability to use high quality resources to inspire learning.	✓		AF/I	✓
Ability to communicate effectively and to adapt delivery style in line with the needs of audiences.	✓		AF/I	✓
Ability to adapt learning activities and resources to meet the needs of all learners and ensure that sessions are inclusive.	✓		AF/I	✓
Good problem-solving abilities.	✓		AF/I	✓
Behaviours				
An interest in art, culture, industry, science, technology and heritage.	✓		AF/I	✓
Flexible and reliable approach to working hours and availability.	✓		AF/I	✓
Enthusiastic and committed to providing the best possible visitor experience.	✓		AF/I	✓
Advocate on behalf of Sheffield Museums to support our fundraising objectives, promote our work and signpost supporters to donation channels as appropriate.	✓		AF/I	✓

Commitment to the aims, mission and values of Sheffield Museums.	✓		AF/I	✓
Additional requirements of the role				
Willingness to work across all sites as required.	✓		AF/I	✓
Familiar with guidelines for risk assessment, health & safety, safeguarding children and vulnerable adults.	✓		AF/I	✓

AF = Application Form

I = Interview

C = Certification

Date Reviewed	
Reviewed By	