

Learning Facilitator (Schools and Early Years)



The Postal Museum is one of the newest and most exciting museums in London. We opened in 2017 and have already established the museum as a must-visit destination with award-winning experiences. Alongside hands-on exhibitions exploring over 500 years of British social and communications history, visitors can experience a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail. The museum welcomes over 160,000 visitors and our online content reaches almost a million users a year. We deliver award-winning learning, access and outreach programmes and provide unique experiences including popular Tunnel Walks under the streets of London. The museum also operates a children’s play space – Sorted! – popular with young families and schools. Alongside all this we offer one of the most unique venues in London for corporate hire and filming.

Based: Central London

Salary: £20,172 p.a. pro rata (£16,000 p.a. based on 28 hours per week).

Hours: Part-time - Four days a week, 28 hours per week (Tuesday, Wednesday, Thursday and Friday)

Contract: Permanent

Probation Period: 6-months

Reports to: Schools and Early Years Manager

Who We Are

The Postal Museum tells the story of postal communication and its impact on a global society

What We Do

We use our collection to explore stories around communication, and to inspire everyone to make richer and more meaningful connections in their lives

Our Values Are

- Openness
- Generosity
- Innovation
- Curiosity
- Playfulness

We Will

- Be open and generous in spirit and action
- Deliver innovation
- Communicate our stories with clarity and playfulness
- Be curious about people’s stories and experiences

PURPOSE OF THE JOB

As Learning Facilitator (Schools and Early Years) you will deliver inclusive museum, virtual and outreach sessions for schools. In school term time you will prepare for, set up and receive full training to deliver inclusive learning experiences that make connections across the curriculum and support confident communication skills. In school holidays you support the delivery of family activities. There will be some weekend and occasional evening work supporting families, community and access programmes and special events.

Whilst you may have experience working in museums, it is not essential. You will have some experience of delivering engaging experiences for children of different ages. Your ability to facilitate engaging experiences is the focus. You will receive on-going training, including shadowing and supported delivery before you lead activities independently. Working as part of the Schools Team you will have the opportunity to explore the collections and discover how they can engage and inspire diverse schools and early years audiences.

You will work within the Exhibitions, Access and Learning team. Some weekend and occasional evening work will be required, and this will be notified and agreed in advance. Time off in lieu will be awarded in line with The Postal Museum's policy.

The post-holder will also be expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.

JOB DESCRIPTION

Key Responsibilities and Duties

1) SCHOOLS PROGRAMME – MUSEUM SESSIONS

- Supported by the Schools and Early Years Programme Producer, train to deliver sessions for schools and early years children aged under 5.
- Prepare, set up and pack down sessions in Learning Spaces
- Maintain and refresh session resources as needed

2) SCHOOLS PROGRAMME – VIRTUAL SESSIONS

- Supported by the Schools and Early Years Producer train to deliver virtual sessions for primary schools
- Prepare, set up and pack down equipment for virtual sessions
- Provide test calls for teachers
- Regularly check virtual equipment and report issues

3) SCHOOLS PROGRAMME – HOME EDUCATORS

- Supported by the Schools and Early Years Programme Producer, train to deliver sessions for home educating families (six Home Ed Days per year)
- Prepare, set up and pack down themed activities for families

4) SCHOOLS PROGRAMME – TRAINING

- Take part in training and team observations to learn and deliver school sessions and engagement techniques
- Take part in access training to support inclusive schools engagement
- Assist with schools volunteer training

5) SCHOOLS PROGRAMME – LOGISTICS

- Liaise with Visitor Experience and Box Office team to plan school visit logistics
- Prepare visit resources including itineraries for teachers
- Work with volunteers to greet schools and support classes in the museum

6) SCHOOLS PROGRAMME – DEVELOPMENT

- Supported by Schools and Early Years Programme Producer contribute to the development of schools and early years sessions for children under 5

7) GENERAL

- Support delivery of families, community and access programmes
- Attend relevant museum-wide all staff meetings and training

8) OTHER ACTIVITIES

- The post-holder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.
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PERSON SPECIFICATION

EXPERIENCE

(Essential criteria)

- Experience of engaging children aged 0-11 in a learning environment.
- Some experience of using objects and/or archives to inspire learning with different audiences.
- Some experience of working or volunteering in a museum or the cultural sector.
- Experience of working with volunteers or as part of a busy team.

SKILLS/KNOWLEDGE

(Essential criteria)

- Some knowledge of the National Curriculum or willingness to learn about subject areas.
- An interest and willingness to learn the benefits of using the collection to inspire children.
- Engaging and enthusiastic communicator, able to adapt for different audiences.
- Well organised and able to work independently within timeframes.
- Flexible and positive attitude, able to think quickly and adapt to changing situations.

- Strong interpersonal skills and sensitivity to different needs, approaches, interests and beliefs.
 - Committed to equality and diversity, particularly in relation to enabling access to the museum and collection.
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OTHER ACTIVITIES

The post-holder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone-working, etc., as advised, taking responsibility as appropriate.

WORKING HOURS

The working hours shall be 28 per week, exclusive of meal breaks. Working days will typically be Tuesday, Wednesday, Thursday and Friday with some flexibility to be agreed in advance with the line manager, in line with The Postal Museum's policies. Some out of hours working will be required at weekends, and this will be notified in advance. Time off in lieu will be awarded in line with The Postal Museum's policy. Variations of the hours can be made and remote working agreed at the discretion of the line manager.

This position may require an enhanced DBS check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum's staff and the Collection. The postholder will be expected to monitor and report on their work as directed by their line manager. The postholder will be expected to pick up ad hoc duties as required.

The postholder will be expected to work to office guidelines on handling, health and safety, lone working, etc. as advised, taking responsibility as appropriate. All staff have access to a range of employee benefits including a cycle to work scheme, employee assistance programme and a range of discounts from retail and entertainment to health and wellbeing.

TO APPLY: Please send your completed application form and the equal opportunities form to applications@postalmuseum.org.

CLOSING DATE: 10am, Friday 1 July 2022

INTERVIEWS: w/c 4 July and w/c 11 July