



Port Sunlight
VILLAGE TRUST

Job Description

Job Title :	Learning Assistant
Reports to :	Public Programme Manager
Directorate :	Heritage
Position Type :	Zero Hours - Casual
Salary	£11.15 per hour

Role Summary

The Learning Assistant will work as part of the Heritage Directorate. The Heritage Directorate is responsible for promoting the village's national and international significance and its relevance to the modern world, championing the conservation of Port Sunlight's unique heritage, and generating income through the visitor experience and other commercial and fundraising activity.

The Learning Assistant is responsible for delivering formal learning programmes and on occasion informal learning on behalf of Port Sunlight Village Trust (PSVT) to children and young people at key stages 1-4. The majority of activity will take place in Port Sunlight but some off-site visits therefore an element of travel to fulfil the needs of this role will be required. In line with PSVT's safeguarding policy a full DBS check is a requirement of this role.

Key Accountabilities

1. Deliver PSVT's learning activity, including lead workshops and guided tours of Port Sunlight Museum and the village, to children and young people at key stages 1-4 in accordance with Port Sunlight Village Trust's formal learning programmes
2. Liaise with the Public Programme Manager to ensure you have sufficient information about each booking to deliver the activity effectively and in line with PSVT's customer services standards
3. To liaise with the Public Programming team to ensure you have sufficient resources to deliver the activity.
4. When delivering workshops, set up the learning space including furniture and resources as specified by the Public Programme Manager at the end of the session ensure the space is left in an orderly manner.
5. Supervise PSVT volunteers to support you in the delivery of formal learning activities
6. Report any broken or missing handling collection items as well as shortages of other resources in a timely manner
7. Undertake and support any evaluation of formal learning activities as directed by the Public Programme Manager
8. Attend training, meetings and refresher sessions as and when necessary
9. Ensure delivery of workshops are inclusive and accessible for attendees
10. Support in delivery of our informal learning offers of activities for families, children and young people throughout the year

11. Provide post-activity feedback of learning programmes to support the Heritage Directorate in developing and expanding learning offers
12. Advise the Public Programme Team on the content provided in risk assessments in relation to the delivery of workshops
13. Adhere to Port Sunlight Village Trust's safeguarding policy and procedure and report any safeguarding incidents if they may arise to the designated safeguarding officer
14. Carry out duties in a manner that reflects Port Sunlight Village Trust's values at all times
15. Undertake any further duties determined as reasonable and necessary in the fulfilment of the role.

Person Specification

Essential Experience

- Experience of teaching and facilitating workshops in any of the following: school and/or college settings, museums/galleries, communities, heritage, and cultural sector organisations
- A keen interest in the history and significance of Port Sunlight
- Demonstrable flair for communicating with children and young people
- Knowledge and expertise of accessible and inclusive delivery of learning offers
- Must be flexible and willing to work as and when required

Desirable Experience

- Educated to a degree level or equivalent in a subject relevant to the role
- A good level of fitness to fulfil the tour guiding element of the role

Port Sunlight Village Trust Competencies

Customer Focus - Through provision of excellent customer service, ensures the Customer is at the heart of everything we do.

Team Work- Works collaboratively across the organisation to achieve the Trust's goals and objectives.

Making things happen Has a can – do attitude to the role and identifies solutions to maximise performance in a timely manner.

Role Model – Represents the Trust at all times, and acts in manner that is professional, courteous and helpful

Port Sunlight Village Trust Values

- **Integrity:** You can trust us to do what we say
- **Respect:** We value diversity and treat everyone fairly
- **Knowledge:** We are always learning and improving
- **Passion:** We really care about both the past and future of Port Sunlight
- **Creativity:** We are problem-solvers and openly share our ideas through partnership working
- **Participation:** We put the community at the heart of everything we do

Standard Checks (as applicable to role)	
Right to Work in UK	Yes
DBS (Standard CRB Check)	Yes
DVLA	
Qualification	
Employment History / References	Yes
Declaration	

Reviewed by :		Approved By:	
Employee Signature		Date :	