

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Relief Group Leader	JEID	J0003
Salary Grade:	H		
Team:	Learning and Community Engagement Team		
Service Area:	Heritage and Culture Warwickshire		
Primary Location:	Principally at Heritage Education, St. Johns House Museum, Warwick, and in schools and other locations throughout Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Learning and Community Engagement Officers		
Responsible for:	n/a		

Role Purpose

1. Delivery of workshops and learning sessions for a variety of audiences (particularly school and community groups) based on the collections of Heritage and Culture Warwickshire (including Warwickshire Museums, County Record Office, Archaeology Warwickshire and the County Arts Service.)
2. Workshops and learning sessions can be delivered from Market Hall Museum, St Johns House Museum, Warwickshire County Record Office, all in Warwick, or as outreach in schools and other Warwickshire sites.
3. Providing access to and interpretation of museum and archive collections and sites for a wide audience and to support the National Curriculum in schools.

Role Responsibilities

1. As commissioned, to take responsibility for the preparation for and delivery of a variety of learning sessions for visiting school and community groups in the form of role-play, project days, handling sessions, creative sessions involving art and craft activities, workshops and in some cases using digital technology as a teaching tool.
2. As commissioned, to prepare for and deliver a variety of learning sessions at Heritage and Cultural Services sites, in schools and at community venues through out the year, at a variety of times.
3. As commissioned, to undertake research work in order to contribute to the development of new learning programmes

4. To work closely with other members of the team and staff in Heritage and Culture Warwickshire to maintain and develop the high quality of the service.
5. To keep abreast of museum and archive education issues and Curriculum requirements by taking part in relevant training sessions.
6. To uphold the Directorate Equal Opportunities and Health and Safety policies.
7. To undertake any other related duties, commensurate with the grade of the post, as required.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to degree level or equivalent experience	A/ D
Experience of delivering educational sessions/workshops/projects	A / I
Interest in and enthusiasm for learning in a heritage context	A / I
The ability to communicate effectively and sympathetically with different audiences	A / I
The ability to plan and adapt sessions for different learning styles	A / I
Ability to use own initiative to ensure the successful delivery of learning activities	A / I
Calm, confident and able to work independently	A / I
Ability to work flexible hours in both term time and school holidays	A / I
Ability to travel effectively throughout the County	A / I
The ability to work independently but also to work in a team	A / I
Ability to carry out the duties of the job description, including manual handling activities (eg, carrying resources to and from schools).	A / I

Desirable Criteria

Assessed By:

Teaching qualification such as PGCE / QTS	A / D
Adult education certificate or equivalent for other audiences	

Experience of working in or visiting museums or galleries or record offices	A / I
Experience and understanding of delivering out of school hours clubs (in any context), after school clubs or holiday activities for children	A / I
An understanding of lifelong learning and how museum and archive collections can be used to enhance learning for all ages	A / I
An awareness and understanding of learning from objects and documents	A / I
We are committed to safeguarding and promoting the welfare of all those we serve as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children or vulnerable adults, a Disclosure and Barring Service (DBS) disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.	DBS check

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing

<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	