



LEARNING OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	LEARNING OFFICER – Fixed term cover
BASED:	The LookOut Discovery Centre, Hyde Park, London, W2 2UH
SALARY:	£26,700 - £30,000 per annum
TERMS:	Full time contract (5 days per week), fixed term March-October 2019
HOURS:	<p>Core hours of business are 09:30 to 16:00 with remaining working hours to be allocated before and/or after this period based on the needs of the organisation. Due to the nature of this role, it is expected the chosen candidate will arrive at least 60 minutes before delivery of school sessions and/or other Learning events.</p> <p>Working days will usually be Monday to Friday. Due to the nature of our work, members of the team support each other in the delivery of events and activities when needed and, when required, provide cover for evening and/or weekend work. Time off in lieu will be given on these occasions.</p>
REPORTING TO:	Learning Manager, Fundraising and Engagement Directorate, The Royal Parks (TRP).
LIAISON WITH:	Learning team, schools, teachers, parents, Learning volunteers, general Schools and Community Programmes participants, project partners.
JOB PURPOSE:	The Royal Parks Learning Team works to promote public understanding of the history, culture, heritage and natural environment of the Parks. We run a full programme of sessions and events from The LookOut Discovery Centre in Hyde Park for audiences of all ages and backgrounds. Working closely with the other members of the Learning Team, you will provide cover for a longstanding member of the team who is taking a period of leave. You will develop and teach school sessions taking into account the ages and ability of each audience, and contribute to the delivery of Community Learning programmes during school holidays. You will also develop the primary school programme and specific projects with guidance from the Learning Manager.

STRATEGIC OBJECTIVES:

The **Learning Officer** will develop, organise and deliver an exciting top quality schools programme, with the following strategic objectives:

- Update, plan and deliver inspiring sessions to primary, secondary and SEN schools in accordance with the national curriculum
- Seek opportunities to promote the primary school programme in collaboration with the Marketing team
- Champion the unique assets and features of the Royal Parks
- Work with the Learning Manager, and the Head of Learning when appropriate, to plan, develop, implement and evaluate other Learning projects as required
- Support delivery of the Community Learning Programme and other Learning activities as necessary

RESPONSIBILITIES

Planning:

- Develop inspiring original resources for student and teacher use
- Coordinate the implementation of new technology in Learning programmes where appropriate
- Research and write exciting and novel sessions to teach at The LookOut Discovery Centre and beyond, with a focus on attracting school groups of ages 5-11
- Help the Learning Manager write and update risk assessments as required

Delivery:

- Enthuse visiting students of all ages with the nature and heritage of The Royal Parks
- Safely deliver learning sessions, guided by written session plans and familiarisation with associated learning objectives
- Take responsibility for setting up and tidying the classrooms, cupboards and grounds after use
- Use scientific and electronic equipment confidently, accurately and safely
- Help maintain this equipment and suggest ideas for development of resources
- Deliver in schools and at other locations when required
- Help make sure our current Learning Outside the Classroom Quality Badge is maintained to a high standard by following LOfC guidelines
- Be aware of safeguarding children and adults at risk, and follow guidelines at all times

Monitoring & Evaluation:

- Evaluate the effectiveness of each of your sessions, and help others to evaluate theirs
- Monitor participants' interests, needs and achievements as well as their feedback, keeping M&E information up to date for future reporting
- Contribute to the Schools Programme evaluation with the Learning team
- Ensure all expenditure is approved in advance by the Learning Manager

Team work & Communications:

- Be a team player and provide support to other members of the Learning team, as well as the wider TRP team when required
- Ensure continuity of service for our audiences and stakeholders through efficient handovers at the beginning and end of the fixed term
- Promote the Learning programme to schools, teachers and the general public
- Maintain professional and clear communications within the Learning team and TRP
- Professionally represent the charity at all times

Other:

- Help develop and coordinate projects (e.g. Forest School, debating and other projects) as part of the Schools Programme by helping to recruit schools, manage relationships and represent TRP.
- Coordinate the upkeep of the LookOut teaching circles and pond to ensure they fulfil their roles as high quality educational resources. Assist with other TRP activities as the need arises.

Please note that because this job involves working with children, we will ask you to complete an Enhanced DBS check. You must tell us in your application if you have any convictions, bind-overs or cautions, even if they are spent under the Rehabilitation of Offenders Act 1974. Please note that disclosing a conviction does not necessarily bar you from appointment.

PERSON SPECIFICATION

Competencies/Selection Criteria (* E = Essential HD = Highly Desirable D = Desirable)	Criteria*
Qualifications	
<ul style="list-style-type: none"> A teaching qualification (e.g. PGCE, BEd, QTS) 	HD
<ul style="list-style-type: none"> Relevant degree in Ecology, Natural Sciences, Biology or a similar subject 	E
<ul style="list-style-type: none"> First Aid Certification 	D
<ul style="list-style-type: none"> Evidence of continuing professional development related to the role 	E
<ul style="list-style-type: none"> Level 3 Forest School Leader Award 	D
Experience	
<ul style="list-style-type: none"> Proven experience delivering outdoor environmental education to EYFS, primary and secondary students (with a focus on EYFS and primary) 	E
<ul style="list-style-type: none"> Experience working with volunteers 	E
<ul style="list-style-type: none"> Experience using innovative teaching aids plus scientific equipment (e.g. quadrats, microscopes) to bring learning to life 	E
<ul style="list-style-type: none"> Experience of adapting sessions according to weather conditions, the needs of each group and other unforeseen circumstances that arise during a session 	E
Skills, Knowledge and Ability	
<ul style="list-style-type: none"> Excellent written and verbal communication skills, with the ability to liaise with a range of stakeholders and project partners 	E
<ul style="list-style-type: none"> Highly organised with ability to prioritise a heavy workload, manage tasks simultaneously and perform effectively and happily under pressure 	E
<ul style="list-style-type: none"> Excellent interpersonal skills including team working, negotiating and problem solving 	E
<ul style="list-style-type: none"> Ability to use own initiative, develop new ideas and broker new relationships 	E
<ul style="list-style-type: none"> Excellent presentation skills; able to deliver Learning sessions regularly to a consistently high standard with energy and enthusiasm 	E
<ul style="list-style-type: none"> Excellent operational use of Microsoft Office and other IT solutions to support the planning and delivery of teaching and the production of educational resources 	E
<ul style="list-style-type: none"> In depth knowledge of ecology, natural heritage and outdoor learning 	E
<ul style="list-style-type: none"> Enthusiasm and curiosity for the rich heritage and present-day role of the Royal Parks in London 	E
<ul style="list-style-type: none"> Awareness of safeguarding children, young people and adults at risk, promoting the welfare of park users 	E
Other	
<ul style="list-style-type: none"> A flexible approach to work including occasional evenings and weekend working 	E
<ul style="list-style-type: none"> Proactive, enthusiastic and willing to take on a wide range of tasks 	E
<ul style="list-style-type: none"> Passionate about engaging children and adults with British wildlife, natural heritage and outdoor learning 	E