

Sussex Archaeological Society

Job Description

Job Title	Learning and Participation Assistant
Location	Fishbourne Roman Palace
Contract type	Fixed Term Contract until 31 July 2023
Reports to	Property Manager
Hours	7.5 hours per week x 40 weeks. Wednesday 10am-2pm and one other day.
Main Purpose of the Job	The Learning and Participation Assistant will work with the Learning Team to deliver established formal and informal site education programmes to schools and other groups of all ages meeting the needs of the National Curriculum and relevant Audience Development/ Business/ Property plans for the site and the Society.

Outline Accountabilities and Responsibilities:

- Prepare for and deliver high quality learning experiences for a wide range of schools and other groups through leading a range of practical educational workshop sessions.
- Prepare the workshop spaces, update resources and maintain equipment used in educational sessions to a high standard.
- Welcome schools on arrival, give short orientation talks to groups as needed and support school groups with all aspects of their visit.
- Work with other team members in the development of new workshop sessions and educational offers.
- Ensure that the hands-on activities on site are maintained, well presented and ready for use.
- Work with other team members to prepare educational activities and trails for event days and event weekends and school holidays
- Attend and participate in staff meetings and training sessions
- Along with the rest of the Fishbourne staff team, be willing to assist with general safety and security on site.
- Help with the set-up, delivery and take-down of events. This could include working additional shifts on event days.
- Willingness to work at other SAS sites if required.
- An understanding of equalities and how to carry out the role ensuring that

the Society's equalities obligations are met.	
In addition, the job holder has a responsibility to undertake any duties that might be reasonably expected by the Property Manager.	
Key Tasks	Approximate % of time allocation
<ul style="list-style-type: none"> Prepare for and deliver a range of practical workshop sessions to visiting schools, adult and specialist groups. 	90%
<ul style="list-style-type: none"> Maintain workshop equipment and hands on resources across the site 	5%
<ul style="list-style-type: none"> Support the preparation and delivery of special events 	5%

This job description sets out the accountabilities of the post which may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading or pay of the post.

Person Specification

Job Title: Learning and Participation Assistant, Fishbourne Roman Palace

Criteria	Competency	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Good academic qualification, preferably to degree level in relevant subject PGCE, or equivalent 	X	X
Knowledge & Experience	<ul style="list-style-type: none"> Excellent communication skills, both with adults and children Demonstrable interest in history Experience in presenting information to a wide variety of audiences Previous experience in museum, heritage or education sector Knowledge and passion for Fishbourne Roman Palace and Roman history Knowledge of the National Curriculum 	X X X X	X X

Key abilities and skills	<ul style="list-style-type: none"> • Adaptable in approach • Understanding of varied approaches to learning and learning styles • Ability to use variety of computer programmes e.g: MS Word, Excel, PowerPoint • Experience in working with volunteers • Knowledge of graphic design software and graphic design skills • Practical skills in craft work, clay, textiles etc. • Ability to research using a variety of methods. • Project management skills 	X X X	 X X X X
Personal attributes and behaviours	<ul style="list-style-type: none"> • Reliable and able to work unsupervised • Self-motivated and proactive attitude • Trustworthy • Impeccable ambassador for the site and the Society • Team player • Keen and able to learn more • Willingness to wear appropriate historical costume • Good stamina (This role is physically demanding and will require some lifting and moving of equipment, climbing stairs and walking some distance around the site.) 	X X X X X X	 X X

This role requires a DBS check to be undertaken.