**BRISTOL CITY COUNCIL JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job title:** | Museum Educator |
| **Bristol grade:** | BG8 |
| **Managed by:** | Senior Officer – Formal Learning |
| **Responsible for:** | No direct reports |
| **Directorate:** | Growth & Regeneration |
| **Service area:** | Bristol Culture |

|  |
| --- |
| **Purpose of the job** |
| To deliver formal learning workshops and learning activities as part of the traded Formal Learning programme across all museums and sites within Bristol Culture. |

|  |
| --- |
| **Key job outcomes/accountabilities** |
| * To work with the Engagement Officers (Formal Learning) to maintain a high-quality programme of curriculum-focused learning opportunities suitable for children aged 4 years and upwards to adult learners, as directed by the Senior Officer- Formal Learning. * Responsible for the delivery of workshops and other learning activities at all museum sites and in schools (if required) in order to achieve agreed outcomes. This may include working at weekends, on an infrequent basis. * Assist with the evaluation of all learning activities by collecting feedback and information from service users. * To ensure that the correct child protection and adult safeguarding procedures are adhered to at all times. * To contribute to the safeguarding of the museums’ collections and historic sites by following all procedures that ensures the highest levels of care. * Help maintain an outstanding cultural learning offer by undertaking continuing professional development in order to acquire specialist knowledge, skills and expertise. |

|  |
| --- |
| **Key job outcomes/accountabilities** |
|  |

This job description sets out the key outcomes required. It does not specify in detail

the activities required to achieve these outcomes.

|  |
| --- |
| **General Accountabilities** |
| 1. So far as is reasonably practicable , the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice. 2. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council. 3. To model and promote good equalities practice and value diversity across the service. 4. Ensure that output and quality of work is of a high standard and complies with current legislation / standards. 5. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council’s Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list. |