**Birmingham Botanical Gardens**

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| **Role Title** | **Education Officer** |
| **Team** | **Education** |
| **Reports to** | **Education Manager – James Jarvis** |
| **Date Issued/Revised** | **March 2017** |

**INTRODUCTION**

Birmingham Botanical Gardens is an independent educational charity aiming to offer world class environmental education in a green environment to audiences in all sectors of the community.

**Role**

The post holder will be responsible for the delivery of a wide range of exciting and diverse learning activities and workshops for formal education, families and other audiences at the Botanical Gardens.

To work at all times to deliver and represent the mission statement, strategic aspirations and ruling principles of the Gardens.

**PRINCIPAL ACCOUNTABILITIES:**

* Deliver fun and hands-on teaching sessions about plants, rainforests, sustainability and animals to a range of visiting schools, both indoors and outdoors
* Actively engage with visiting teachers and accompanying adults as well as school pupils of all ages
* Set up the activity sessions that you will be leading each day including ensuring that all equipment is prepared and ready
* Monitor equipment and resources through the day and ensure that resources are put away at the end of the session
* Obtain visitor numbers from schools attending sessions and ensure they are passed on to the Education Administrator
* Ensure that teaching sessions and family activities are delivered safely and risk assessments are adhered to
* Maintain high standards of teaching provision through review and evaluation
* Assist the Education Manager with the development of new, creative and inspiring education sessions and programmes for visiting school groups and families
* Deliver outreach sessions within schools and other educational establishments as required
* Assist the Education Manager with the delivery of teacher open days and taster sessions at the Gardens or off-site at special events aimed at teachers and trainee teachers
* Research and produce new teaching and interpretation materials on request
* Deliver family activity sessions to the public at Gardens’ events and during school holidays including the possibility of weekends on occasion
* Liaise with and help to supervise Education volunteers and work experience students to ensure that the delivery of school visits is supported
* To provide cover for feeding and care of Education’s animal collection in the absence of animal care staff and Education Manager
* Liaise with Reception to ensure that school groups are dealt with calmly and efficiently
* Liaise with other appropriate staff in all areas of the organisation to manage activities affecting school visits such as maintenance issues and shop requests as and when appropriate
* Keep abreast of National Curriculum changes and other education initiatives
* Attend team meetings where appropriate
* Research and attend training courses as required
* To carry out research into specific areas as directed by Education Manager
* Overall helping to keep core aspects of Education running smoothly
* To carry out any other duties as may be commensurate with the grade and nature of the post

**Working Conditions**

Based at the Gardens or off-site at other educational venues.

A DBS check will be required for this post.

To comply with all Gardens’ policies, including Health and Safety and Child Protection to ensure a safe environment for all visitors and staff.

A clean driving licence is not essential but would be advantageous.

**Dress Code**

Smart casual. An Education fleece and waterproof will be available when required.

**Hours**

As and when required. To be scheduled by Education Manager, determined by number of bookings. There is a guaranteed minimum of 110 hours per annum.

Usual working hours are Monday to Friday term time only, between 9.15am and 3.15pm, with occasional extra work being offered for special events during school holidays and at weekends.

**HOLIDAY PAY**

Holiday pay for this post will be calculated based on average weekly hours worked in the preceding three months and will be paid retrospectively, in full, at the end of three month period, four times a year.

**Salary**

£8.49 per hour, paid monthly by credit transfer.

**Person Specification**

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| **Area** | **Essential** | **Desirable** |
| **Skills and experience** | Experience of teaching children  Awareness of health and safety and child protection  Knowledge/ willingness to learn about plants  Be physically able to lift education equipment and resources around the site including up and down a spiral staircase  An effective communicator both verbally and in writing  High levels of literacy  The ability to analyse problems, reach considered judgements and resolve issues  Experience of composing and sending emails | Experience of teaching outdoors/ environmental education  Understanding/knowledge of the requirements of the National Curriculum  Experience of creating teaching materials and interpretation resources  First aid trained (or willing to undertaking training)  Experience of using Microsoft Office and desk top publishing packages |
| **Personal Attributes** | Excellent teaching and presentation skills with the ability to communicate to a wide variety of audiences  The ability to establish a fast and excellent rapport with clients of all ages  Confident and outgoing with a friendly and approachable nature  Be willing to handle, teach about, care for and feed a range of reptiles and invertebrates for teaching purposes  Good time management skills  The ability to prioritise and work under pressure  Attention to detail  Flexible attitude towards hours of work  Self-motivating and able to work on own initiative  Good interpersonal skills  Professional  Organised  Reliable  A team player and able to interact energetically and enthusiastically with external clients | Understand the education activities being carried out and how they relate to the work of a botanical garden  Interest in botanical gardens  Creative and innovative in terms of generating ideas for teaching techniques  Clean driving licence and access to a vehicle to reach off-site venues for outreach activities |