

Learning Workshop Leader (Casual contract)

Job Description & Personal Specification

Casual contract: workshops may take place on any day according to demand and will typically be approximately 2 hours in duration, sometimes with more than one workshop being run on one day. There may also be the opportunity to work longer sessions at special events. This will be on an occasional basis.

Pay: £25 per hour (gross)

Responsible to: The Education Officer, The National Horse Racing Museum, Newmarket.

Responsible for: delivering existing workshops to school students of all ages/ family groups/ other interest groups as appropriate; setting up and clearing away resources; ensuring welfare and safety of participants and learning volunteers; evaluating as required and by prior arrangement.

Start date: To be agreed.

This is an exciting opportunity to contribute to the expansion of the education programme at the National Horse Racing Museum in Newmarket. The NHRM has been forming strong partnerships with local schools enabling the development of curriculum linked workshops in areas such as Science, History, Local Studies, Literacy and the arts, all inspired by our collections and Newmarket's rich heritage. Although the main focus has been with Key stages 1, 2 & 3, it is expected that future workshops will also include a broader audience with more diverse groups and from a larger geographical area, with informal and formal audiences. We are particularly proud of our hands-on, immersive and investigative approach.

Occasional workshops may be carried out off site, but within the Newmarket locality.

The museum is currently a registered Arts Award Centre, a Learning Outside The Classroom Quality Badge holder and a signatory to the We Love Kids In Museums manifesto. It has also taken part in National Initiatives such as British Science Week and Fun Palaces and is a Children's University Learning Destination.

NHRM is a founder key stakeholder in Newmarket's two major education projects, "Dubai Future Champions Education Week" and "Godolphin Under Starter's Orders," which engage local students in their locality and heritage.

We are delighted to have won the Association For Suffolk Museums' School Session Award in 2019 as well as the title "Suffolk Museum Of the Year 2017." NHRM was also a finalist for the Arts Fund Museum Of The Year in 2017.

Specific responsibilities

- **Setting up equipment needed for the workshop.**
- **Ensuring all practical needs and queries of participants are met.**
- **Meeting groups and directing them to appropriate locations where necessary, ensuring smooth and efficient running the day's schedule.**
- **Delivering the agreed workshop according to the written and verbal brief.**
- **Monitoring learning and enjoyment of participants as agreed during briefing.**
- **Health, safety and safeguarding of participants.**
- **Clearing away and storing resources at the end of workshops.**
- **Reporting back to Education Officer in an informal de-brief.**
- **Supervising Learning Volunteers as agreed in briefing.**

Background

The National Horse Racing Museum celebrates the town's status as the historic home of horseracing and sporting art. It was officially opened by Her Majesty The Queen on 3rd November 2016 and sits at the heart of the community on a five acre site in the centre of the town. Supported by the Heritage Lottery Fund, Forest Heath District Council, Suffolk County Council, the Racing Industry (including the Jockey Club, Tattersalls, Weatherbys and the Racing Foundation) as well as many private trusts, foundations and individuals from the world of horseracing and beyond, the project is an important partnership between the public and private sectors.

NHRM is home to three charities: The National Horseracing Museum(which holds a collection of nationally and internationally significant objects connected to the sport, history, science and social aspects of horseracing), The British Sporting Art Trust (now homed in the Fred Packard Gallery of Sporting Art in Palace House itself-the surviving portion of Charles II's palace) and the Retraining of Racehorses charity, enabling visitors to see live horses and discover how they can be adapted to other disciplines beyond racing.

Personal Specification

Essential

- Must hold a teaching qualification (e.g. B.Ed. / Cert. Ed. / PGCE).
- Ability to manage time efficiently and keep to a structured timetable.
- Excellent communication skills including encouraging questioning and investigation.
- Experience of delivering a variety of learning styles.
- Able to work independently but to a given brief.
- Understanding of different learning needs.
- Able to remain calm and resolve issues constructively.
- Will be required to undergo a DBS check and gain clearance.
- Will be aware of safeguarding guidelines/ good practice and able to work within them.

An advantage

- Knowledge or interest in horseracing/ local history/ science/ the arts, but expertise is not necessary as full briefing will be given.
- Experience of using museum collections or similar objects as a stimulus for learning.
- Basic up to date first aid training.
- Experience of working with volunteers.

Equality

The National Horseracing Museum believes in the employment and advancement of people solely on their ability to do the job required. When recruiting people, we will therefore disregard their gender, marital status, race, age, colour, nationality, ethnic origin, religion and sexual orientation. There will be no discrimination on the basis of disability.

To apply

Please send your CV and a covering letter explaining your interest in this post and relevant experience and qualifications, together with details of at least two referees. Please also indicate if there are any restrictions to you taking up employment in the UK and if so, provide details.

Applications should be sent either via email to: gbell@nhrm.co.uk

or in writing to

Education Officer,
NHRM,
Palace Street,
Newmarket,
Suffolk.
CB8 8EP

DEADLINE FOR APPLICATIONS: 1700 on Sunday 1st August 2021

