

LEARNING ASSISTANT INTERN



Role Profile

Title	Learning Assistant Intern	
Grade	GRADE B	
Reference:	N1127	
Reports to:	Senior Learning and Engagement Officer	
Work style Definition	Fixed base office worker	
Job Type:	Customer Facing Worker	
Primary purpose of role	This is an early career development role funded through the National Portrait Gallery's Skills and Knowledge Exchange Programme. This post will provide general assistance and support to the Learning and Engagement Team through the preparation of learning activities which will provide associated content for social media (and other online platforms) designed to raise awareness and drive footfall to The Box.	
Key accountabilities and key measures	<p>Role outcomes</p> <p>Supporting the delivery of the Learning and Engagement activity at The Box by:</p> <ul style="list-style-type: none"> ▪ Supporting the delivery of activities and assisting in the preparation and coordination of resources, loan boxes and various materials for family, school, access and community projects and activities (60%) ▪ Creating dynamic content for associated marketing or promotional activity designed to drive interest in The Box's social channels and footfall to The Box (30%) ▪ Assisting the multiple use of the Simmons Learning Room as well as responding to general enquiries (10%) ▪ Benefit from associated CPD opportunities available through the Skills and Knowledge Exchange Partnership. 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Learning activity is supported through the preparation of resources and materials produced according to the agreed work schedule ▪ Dynamic and accurate content is created with the purpose of driving footfall and profile in The Box, produced according to agreed work schedule ▪ Multiple use of resources are coordinated effectively. ▪ Response to general enquiries are prompt and professional.

Key activities	<ul style="list-style-type: none"> ▪ Supporting the delivery of activities and assisting in the preparation of resources, loan boxes and materials for family, school, access and community activities (60%) With a key focus on: <ul style="list-style-type: none"> ○ Providing support for the family programme (e.g. preparing resources for summer holiday activities and British Art Show 9 (BAS9)) ○ Assisting users of the Simmons Learning Room in the room set up ○ Ensuring adequate resources for visitors on site (e.g. monitoring stock levels of BAS9 family trails, general materials; stickers, clocking in cards) ○ Providing assistance with loan box resources, restocking and requests ○ Assisting the delivery of learning and engagement activity (where matched to the Intern's identified areas of future career development) ▪ Creating dynamic content for and general assistance with associated marketing or promotional activity designed to drive interest in The Box's social channels and footfall to The Box (30%). With a key focus on creating content (social media posts, blogs, reels or stories) which supports upcoming exhibitions, events and activities, in particularly: <ul style="list-style-type: none"> ○ History Festival ○ Summer exhibitions (The Local and Because the night belongs to us) ○ Summer Holiday activities ○ British Art Show 9 ○ Christmas activities ▪ Assisting the multiple use of the Simmons Learning Room as well as responding to general enquiries to ensure smooth change over between room bookings, display case install and de-installs and to support the re-setting of resources between sessions. (10%) ▪ Participate in CPD opportunities supported by the National Portrait Gallery's Skills and Knowledge Exchange Programme (for example by connecting with other interns hosted at participating organisations UK wide.) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Qualification evidencing literacy and numeracy (e.g. GCSE or Level 1 equivalent)
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Evidence of a supporting interest, study or knowledge relating to the arts, heritage, learning or marketing
Essential experience	<ul style="list-style-type: none"> ▪ Experience of working in a fast paced environment ▪ Experience of working within a team ▪ Working with people, flexibility and can-do attitude
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of preparing creative resources for use by different groups ▪ Experience of preparing dynamic content for online or social media

Essential skills	<ul style="list-style-type: none"> ▪ An interest in culture; for example in museums, galleries, heritage or archives ▪ Flexible and adaptable approach ▪ Creative flair and ability ▪ Good attention to detail ▪ Digital skills including an understanding of social media and other online platforms ▪ Demonstrable experience/ability to work as part of a team ▪ Punctual with the ability to work to agreed deadlines ▪ Willingness to learn
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	