

# Learning Assistant

## Archaeology Scotland

Energy through Time project



### Job description

Closing date: Friday 26 April, end of day

Expected interview date: Friday 3 May

### About us

Archaeology Scotland is a Scotland-wide educational charity and a voluntary membership organisation which works to secure the archaeological heritage of Scotland for its people through education, promotion and support. We champion widening participation in archaeology and the benefits it can bring for people and communities through our projects and programmes.

### About the post

This post is based within the Learning Team at Archaeology Scotland. The Learning Assistant will support the team's delivery of the 'Energy through Time' project.

The Energy through Time project, funded by Scottish Power Foundation, aims to equip children and young people with the skills and knowledge they need to create innovative solutions to energy sustainability, inspired by the past. Participants in the project will explore 'Energy Through Time' by investigating the historic landscape around Newbattle Abbey College. The project learning team will develop and deliver engaging Archaeology STEM activities for children, challenging skills development programmes for young people, and quality Archaeology STEM resources and CLPL opportunities for educators.

#### Starting salary:

£24,000

#### Location:

Newbattle Abbey  
College, Dalkeith,  
EH22 3LL (hybrid)

#### Responsible to:

Jane Miller,  
Learning Officer

#### Contract type:

Fixed term,  
until 31 March 2025.  
The post-holder must  
have the right  
to work in the UK.

#### Working hours:

Full time  
37.5 hours per week

## Main duties of the post

- Provide general support to the Archaeology Scotland Learning Team.
- Support the Learning Team in the development, piloting, delivery and evaluation of new activities, workshops and resources for the 'Energy through Time' project.
- Support the Learning Team with workshop bookings; admin and recording.
- Prepare outdoor and indoor learning spaces and resources for learning workshops, including setting up and tidying away.
- Deliver engaging indoor and outdoor archaeology learning activities.
- Support the delivery of learning activities at weekends and during the school holidays.
- Assist with the running of Archaeology Scotland's loan kit service.

## Personal Specification

### Skills and Competencies of the Post-holder

#### *Essential Skills and Attributes:*

- No particular qualifications are required for this role.
- Experience of communicating with individuals and groups, for example working/volunteering with children, families, or adults, in school, community or youthwork settings.
- Experience of delivering archaeology, heritage, cultural, creative or STEM learning activities.
- Ability to communicate effectively with a wide range of people, verbally, visually and in writing.
- Ability to self-organise, prioritise and meet deadlines.
- The ability to manage time effectively.
- A keen interest in working in archaeology and the learning sector including outdoor learning, STEM learning and creative heritage learning.
- Ability to show empathy with participants who may have complex needs and have the skills to adapt activities to suit these needs.
- Ability to work accurately and confidently with minimum supervision, but also know when to seek assistance.
- Ability to work flexibly and as part of a team.

### **Desirable Skills and Attributes:**

- Some knowledge of Curriculum for Excellence.
- Some knowledge of Scottish archaeology or history.
- Some knowledge of Learning for Sustainability.
- Good ICT skills. Knowledge of or experience using Microsoft 365 and graphic design platforms such as Canva.
- Knowledge of or experience in delivering youth awards.
- Experience in creating engaging learning resources.
- Experience in delivering STEM learning activities.
- Experience in evaluating learning activities.

### **Archaeology Scotland's policy on equal opportunities**

Archaeology Scotland is committed to implementing a policy of equal opportunities in archaeology. In line with our equal opportunities policy, we want to ensure that no job applicant receives less favourable treatment or access to opportunities for training and development on any grounds not relevant to employment practice.

Archaeology Scotland would like to actively encourage qualified individuals to apply for this position, regardless of background or personal disability. If you require any reasonable adjustments during our recruitment processes, including assistance with reading this job description or associated documents, please contact Gavin MacGregor: [g.macgregor@archaeologyscotland.org.uk](mailto:g.macgregor@archaeologyscotland.org.uk)

### **To Apply**

To apply, please send us a cover letter (no more than two sides of A4) explaining your experience and how you meet the job description and person specification, along with a copy of your CV (no more than two sides of A4) including details of two referees (who will not be approached without the candidates permission), using 'Learning Assistant' in the subject line to [g.macgregor@archaeologyscotland.org.uk](mailto:g.macgregor@archaeologyscotland.org.uk)

### **Contact**

For an informal discussion about the post, please contact Jane Miller, [j.miller@archaeologyscotland.org.uk](mailto:j.miller@archaeologyscotland.org.uk)

