

POSITION DESCRIPTION	
Position Title: Education Officer	Division: Museums
Reports To: Director Museums	Workplace level: Salaried Position
Loading: Full Time	Special: Required to wear period costume. May be required to work an occasional weekend.
Date Position Created: February 2008	Position Review Date: 21 August 2017

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for-profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, Gold Museum, Sovereign Hill Hotel, *Blood on the Southern Cross* and Narmbool.

The Department/Area

The Sovereign Hill Costumed Schools are five Costumed Schools in the Outdoor Museum. The Schools operate under a 40-year-long partnership between the Sovereign Hill Museums Association and the Department of Education and Training, and are overseen by the Sovereign Hill School Council.

The Schools cater for Primary students (mainly Year 5 and 6) from Victoria and interstate. Each visiting class of children and their teachers partake in an extensive, sustained role-play experience over two days. This active learning is enhanced through wearing of period costume by children and teachers alike.

The all-enveloping atmosphere of the Outdoor Museum aims to immerse the children in the customs, beliefs, attitudes and values of the people of the mid-19th century gold rushes who came from many parts of the world expecting to make a better life for themselves.

Each Costumed School represent a different educational environment. They are Red Hill National School, St Peter's Denominational School, Ballarat Benevolent Asylum Ragged School, Wesleyan Day School and St Alipius' Diggings School. The school buildings are designed to depict the atmosphere of the 1850s, and equipment authentic to the period is used in lessons and at playtime.

The School curriculum is based partly on the Irish National System of Education common to all schools in Victoria in the mid-19th century. It encompasses proficiency in Reading, Writing and Arithmetic, and a good general knowledge of Geography, Science and handcrafts.

Underpinning the academic knowledge gained are the equally important aspects of understanding and appreciating the social expectations and etiquette of the period. The whole experience provides a basis on which to build comparison of the student's current lives with those of 1850s students.

All the museum's facilities and personnel are used to enrich the children's experience.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narnbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do.

Integrity

We will act in accordance with international and national codes of ethical practice for museums.

Responsibility

We will be a socially and environmentally responsible business and employer.

Sustainability

We will safeguard our financial viability and independence by using our resources efficiently and effectively.

SOVEREIGN HILL EDUCATION GOALS

- Promote outcomes relevant to achieving Sovereign Hill's Purpose, Mission and Values in the school education sector
- Support educational achievement in the Victorian school education sector
- Promote innovative cross-curriculum outcomes which underpin the enduring richness and relevance of museums in lifelong learning
- Promote learning in museums by ensuring our programs are student-centred, engaging, involving, enjoyable and satisfy the diversity of needs in the school education sector
- Promote the most effective use of Sovereign Hill's museums and facilities by the school education sector
- Ensure accessibility to the education community
- Promote the economic sustainability of Sovereign Hill

PRIMARY ROLE

To develop, deliver and evaluate the St Alipius' costumed school program

KEY WORKPLACE RELATIONS

- Director, Museums
- Principal, Sovereign Hill Schools
- Teacher, Sovereign Hill Schools

- Education Managers, Sovereign Hill Education
- Education Booking Officers
- Casual Relief Teachers
- Volunteer Manager
- Senior Operations Manager
- Interpretive Programs Manager
- Costume Manager

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Teaching	<ul style="list-style-type: none"> • Develop a knowledge of the history of the 19th century gold rush period • Develop a knowledge of Catholic Education in 1850s Victoria • Conduct a comprehensive education program conveying the attitudes and values of the 1850s, whilst being mindful of the needs of the child of today • Wear a period costume and credibly present the role of a Catholic School teacher of the 1850s, both in the classroom and in the Outdoor Museum • Perform competently under the scrutiny of fellow educators and the public at all times • In consultation with the Director Museums and the School Principal, contribute to the development of the program and teaching roles • Liaise with the management and staff of Sovereign Hill to provide a meaningful and memorable experience for the children • Maintain firm control of up to 35 children whilst playing the role of an 1850s teacher, yet also engender a feeling of trust and security in children often fearful of strange circumstances • Classify, maintain and distribute costume and assist in the costuming of the children • Ensure visiting schools are aware of the timing of extra activities and lunch arrangements. Take children to lunch venues • Read letters written by visiting children, to assess their preparedness and prior knowledge for successful engagement in the program • Support visiting teachers by developing material to assist with preparation and follow up activities in their curriculum • Assist with school bookings • Prepare rosters for extra activities, teacher costuming, photography, and volunteer assistants • Liaise with visiting schools to assist children who have special needs, ensuring the greatest possible accessibility for all students • Prepare teacher information folders for visiting teachers • Sign and distribute participation certificates for every child • Clean and tidy changing rooms between school programs • Liaise with dry cleaners for costume pick up and return, and replace clean costume in readiness for next school • Other duties associated with the development of the Sovereign Hill School and Sovereign Hill as required
Teamwork	<ul style="list-style-type: none"> • Work in a team and assist team members as required • Assist with the induction, training and mentoring of new staff as required • Contribute to the enhancement of staff knowledge and skills

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ Sovereign Hill Code of Conduct ➢ Sovereign Hill Workplace Safety Rules ➢ Occupational Health and Safety (OH&S) legislation and requirements ➢ Equal opportunity and anti-discrimination legislation and requirements • Participate in performance reviews, meetings, staff training and professional development as and when required • Foster a culture which values safety as primary consideration in all activities • Any other relevant duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Sound knowledge and understanding of the Victorian Curriculum and current curriculum developments • A knowledge and keen interest in Australian history along with demonstrated interest in Australia's heritage, museums, and education in informal settings • Demonstrated capacity to undertake research (both independent and collaborative) in the preparation of education resources and interpretive material • Well-developed classroom and interpersonal management skills, and experience managing equipment in a classroom • Demonstrated capacity to foster a learning environment that takes account of the individual needs of the student in a unique educational setting • Exemplary values appropriate to the enhancement of student learning and a capacity to deliver improved student outcomes • Highly developed interpersonal and communication skills in individual, small group and community contexts • Demonstrated capacity to develop a range of teaching strategies appropriate to the role of a teacher in the 1850s goldfields Catholic school

QUALIFICATIONS
<ul style="list-style-type: none"> • Relevant Teaching Qualifications

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Current VIT Registration • Level 2 First Aid will be required and can be obtained through Sovereign Hill

OTHER
<ul style="list-style-type: none"> • Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Brett Dunlop
Museums Director

Signature

Date of approval

Mark Karlovic
Head People, Performance & Legal

Signature

Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date