

Role Title: Secondary Learning Officer  
Department - Schools  
Division - Learning & Engagement

## Role Description

### Main Duties

Overall aim: To develop and deliver learning activities for secondary school aged learners and teachers onsite, online and through outreach.

- Develop and deliver engaging high quality workshop sessions to secondary school aged learners, including learners with ASN, up to Advanced Higher Biology level on-site and online (and through occasional outreach) utilising the science facilities, living collection and outdoor learning spaces. Our existing offer includes our flagship Science Summer School, Herbarium tours and Taxonomy Day
- Contribute to the development of engaging online resources to complement and extend the learning beyond workshop sessions ensuring they meet copyright and accessibility regulations
- Develop and deliver CLPL training to teachers and Initial Teacher Education students with a focus on plants, outdoor learning and sustainability
- Keep up to date with innovation and best practice in STEM, outdoor learning, Learning for Sustainability and national priorities in education
- Build and maintain good relationships with schools and other partners
- Work independently, showing initiative in relation to planning and delivering sessions, including taking responsibility for management of teaching resources
- Work flexibly, with occasional evening and weekend work, to support the wider team, as and when required
- Some supervision and training of freelancers, volunteers and students is required
- Contribute to the monitoring and evaluation of school workshops and writing funding reports/bids
- Uphold and maintain health and safety and safeguarding policies and best practice
- Any other duty the role and team require

### Person Specification

Skills/Aptitude	Essential	Desirable
Experience of teaching/facilitating sessions with young people	Y	
Teaching experience in the secondary Biology curriculum up to Advanced Higher level or equivalent knowledge of subject matter gained in study/the workplace	Y	
Field work & plant ID/taxonomy experience	Y	
Lab work experience		Y
Excellent facilitation and presentation skills	Y	
Experience of using learning technology within current delivery		Y
Flexible, inclusive approach to delivery	Y	
Excellent time management and prioritisation skills, be able to manage multiple projects at one time	Y	

Knowledge	Essential	Desirable
In-depth knowledge of Curriculum for Excellence	Y	
Background in STEM subjects, environmental, plant science or horticulture	Y	
Interest in climate science and sustainability		Y
Interest in work of botanic gardens	Y	

Professional Qualifications	Essential	Desirable
Teaching qualification or extensive relevant teaching experience	Y	