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<b>Job Title</b>	Schools Officer
<b>Department</b>	Ocean Advocacy & Engagement
<b>Reports to</b>	Head of Ocean Advocacy & Engagement Schools Programme Manager
<b>Responsible For</b>	Volunteers and Work Placement Students Research Students

**Primary Objective**

- To contribute to the delivery of the National Marine Aquarium mission: Connecting Us With Our Ocean by planning and delivering exceptional discovery and learning activities.
- To adhere to the Core Values of the NMA which are: Positivity, Respect, Integrity, Diversity and Engagement

**Specific Duties**

- To contribute to the planning, delivery and administration of the Schools Programme as a member of the Discovery and Learning team.
- To play a key role in the delivery of the daily teaching schedule.
- To work with the Schools Programme Manager to ensure high quality delivery of the Schools Programme.
- To develop new approaches to the delivery of schools programmes, with an appreciation of the National Curriculum and the Ocean Conservation Trust's.
- To assist with the development and delivery of the schools outreach programme.
- To assist the Schools Programme Manager to work with schoolteachers and others to initiate and coordinate projects.
- To play a key role in the creation and maintenance of programmes of study for the OCT Schools Programme.
- To play a key role in the evaluation of the OCT Schools Programme learning activity.
- To work with the Public Engagement Supervisors and Public & Community Engagement Manager to ensure Rangers are able to support the activities of the OCT Schools Programme).
- To contribute to and participate in projects at the discretion of the Head of Ocean Advocacy & Engagement.
- To maintain reporting channels to line managers and provide regular written reports of project progress if required.
- To co-operate with other departments to deliver the OCT mission statement and business plan.
- To manage budgets and report spending as appropriate.
- At all times to behave in a safe and responsible manner in accordance with company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employers best interest
- Undertake training as deemed appropriate to your role.
- To participate in extraordinary duties as required
- To carry out other activities as appropriate on the instruction of the CEO and other members of the senior management team.