



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Trainee Tutor with the Field Studies Council Amersham. This post is currently offered on a live-in basis. Please find enclosed the following information:

1. Information about the FSC and Amersham Field Centre  
(Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org))
2. Job Description and Person Specification
3. Summary of the main terms and conditions for the post
4. Guidance Notes

If you wish to apply for the position please follow this procedure carefully:

1. Download and complete the Application Form for Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms and covering letter should be returned for the attention of:  
Human Resources, Field Studies Council, Preston Montford, Shrewsbury, Shropshire, SY4 1HW.  
Alternatively you can email your application to: [hr@field-studies-council.org](mailto:hr@field-studies-council.org)

The closing date for receipt of your completed application form is 12 noon on **Friday 26 February 2010**.

Interviews will be held at Amersham Field Centre on Tuesday 9 March 2010.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

For an informal discussion regarding this vacancy please contact Jackie Rham, Head of Amersham Field Centre on 01494 721054. We look forward to receiving your application in due course.

Karen Ruberry  
*Human Resources*

# JOB DESCRIPTION



**Job Title:**                   **TRAINEE TUTOR**

**Based at:**                    FSC Amersham

**Reports to:**                 Head of Centre

## **Overall Job purpose for an FSC Trainee Tutor:**

FSC needs to be certain that tutors leading its groups are not only competent and enthusiastic, but experienced and professional individuals capable of working with and inspiring students of all ages. To help ensure the development of tutors, FSC is offering a Trainee Tutor (TT) scheme. Each TT will work at an FSC Centre for up to eleven months and be trained in the skills needed to become an effective educator outside the classroom.

The Trainee Tutor programme is designed to equip an individual with the skills and attributes set out below in as short a time as practicable to enable further time to be devoted to building experience through the delivery of courses to an increasingly wide range of audiences.

## **Skills, Knowledge, Experience and Training**

- Have completed FSC Staff Handbook including review tasks
- Have an understanding of FSC's Health & Safety systems including OCoP's
- Have all relevant certificates and awards as determined by FSC OCoP's
- Have an awareness of Eco-Centres, Eco-Schools and FSC's Environmental Policy
- Undertake training as necessary to contribute to other activities essential to the smooth operation of the unit.
- Have developed local and specific subject based knowledge

## **Plan**

- Recognise the educational and physical needs of the group
- Select appropriate materials for the activity to be undertaken and the needs of the group
- Produce a plan for the activity, identifying appropriate learning outcomes and agree them with a senior member of teaching staff
- Ensure other members of the education team are aware of the group's needs of shared resources e.g. sites, workrooms, transport, equipment

## **Do**

- With support, deliver GCSE and A-level Geography (and Biology ) sessions
- Introduce the activity in an effective and engaging way including learning outcomes
- Prepare the group for the activity
- Deliver the activity in a safe and stimulating way
- Organise effectively the collation and processing of information gathered
- Conclude the activity
- Review the learning outcomes with the group
- Integrate ICT into the activity where/if appropriate
- Establish a good working relationship with the group
- Comply with all relevant legislation/ FSC OCoP's
- Contribute to the positive environmental performance of the unit

## **Review**

- Undertake a self review of the activity
- Undertake informal reviews with colleagues
- Analyse reviews by the group
- Undertake at least one formal documented review with a senior member of education staff

## Summary of Main Terms and Conditions

### **Contract Term:**

This is fixed-term appointment for 11 months in the first instance.

### **Remuneration:**

Salary will be £10,734 per annum, including accommodation (£12,629 per annum, if non-resident). The Scale is reviewed annually in line with inflation or as recommended by the Joint Staff Committee.

### **Hours of work:**

The post is based on a 40 hour working week. Evening and weekend activities and duties form an integral part of the post.

### **Annual & Bank Holidays:**

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

### **Pension:**

The post-holder will be eligible to join the FSC Group Personal Pension Plan with Friends Provident.

### **Sickness:**

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for between one week and one month in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

### **Probationary Period:**

This post has a 3 month probationary period, during which your suitability for the post will be assessed.

### **Post Classification:**

Category A (as defined in the FSC Code of Conduct)

### **Level of CRB Disclosure Required:**

Enhanced

**Date of issue:** February 2010

## PERSON SPECIFICATION

<b>Post Title: TRAINEE TUTOR</b>	<b>Centre / Unit: AMERSHAM</b>		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST			
1. EDUCATION / QUALIFICATIONS	E	D	How is this identified?
Have a degree in either Biology or Geography or closely allied discipline	✓		Application Form/Interview
First Aid Certificate		✓	Application Form/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Previous experience of working with children and/or informally with groups	✓		Covering Letter/Application Form/Interview
Previous experience of fieldwork	✓		Covering Letter/Application Form /Interview/Presentation
Specialism in Ecology or Geography		✓	Application Form/Interview
3. PERSONAL QUALITIES			
Trustworthy and reliable	✓		Interview
Ability to work as a competent and effective team member	✓		Interview
Good time management and prioritisation skills	✓		Covering Letter/Application Form/Interview
Pleasant manner and flexible approach	✓		Interview/Presentation
4. COMMUNICATION SKILLS			
Excellent communication skills	✓		Covering Letter/Application Form /Interview/Presentation
Good written skills	✓		Application Form/Covering Letter
Good ICT skills to effectively support learning	✓		Application Form
5. OTHER CIRCUMSTANCES			
Full Driving Licence		✓	Application Form
Minibus driving experience /certification		✓	Application Form

Date: February 2010

# The Field Studies Council

The Field Studies Council is an independent environmental education charity committed to helping people, discover, explore, understand and be inspired by the natural world. Its network of centres provides day and residential courses for all ages from young children to retired adults from schools and communities throughout the UK. It also reaches many others through its publications and community-based programmes. The organisation works through a network of 17 residential and day centres situated in some of the finest locations in the UK, all chosen for the richness and diversity of their surroundings.

## FSC Amersham

**Amersham** Day Centre is located in the Chilterns Area of Outstanding Natural Beauty. The 30 hectare site provides a mosaic of woodland, grassland and pond habitats for all ages to study. The Centre, which is not residential, is close to the River Chess, High Wycombe and recreation sites at Coombe Hill and Wendover Woods. The Centre welcomes community groups including Scouts and Guides and also provides holiday activities and environmental birthday parties in addition to a full range of school based courses.



Teaching is varied at Amersham, all tutors teach both Biology and Geography across a wide range of ages, from Key Stage 1 up to A-Level. Courses include Year 1 'Barnaby Bear', KS2 Habitat studies, River Studies from KS2-5, KS3 Weather and Microclimate, GCSE Woodland Ecosystems, A Level Ecology Coursework and many more.

The successful candidate will be a valuable member of a small team, consisting of Head of Centre, two tutors and a trainee tutor. This is an ideal opportunity for a person interested in becoming involved in all aspects of running a small environmental education centre.

