



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of **Tutor in Geography and Environmental Studies** with the Field Studies Council at Flatford Mill. This is a resident position, with a start date on or around **Tuesday 1 June 2010**. Please find enclosed the following information:

1. Job Description
2. Person Specification
3. Summary of the Main Terms and Conditions for the post
4. Information about the FSC and Flatford Mill Field Centre  
(Please also visit: [www.field-studies-council.org/flatfordmill](http://www.field-studies-council.org/flatfordmill))

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

1. Download the [Application Form for Education Posts](#) from the FSC Appointments webpage and complete 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. Return completed form and covering letter for the attention of:

Human Resources, Field Studies Council Head Office, 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 and covering letter is 12 noon on **Friday 26 February 2010**. Interviews will be held at **Flatford Mill** on **Tuesday 9 March 2010**.

As a charity, we endeavour to keep our administration 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 by 1200 on Friday 5 March, 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.

If you have any queries regarding this vacancy please call Edward Jackson, Head of Centre at Flatford Mill, on 01206 297111. We look forward to receiving your application in due course.

Karen Ruberry  
*Human Resources, FSC Head Office*

# JOB DESCRIPTION



**Job Title:** TUTOR  
**Based at:** FSC Flatford Mill  
**Reports to:** Assistant Head of Centre / Education Manager

## Overall Job Purpose:

The postholder will develop, plan and deliver 'out-of-classroom learning' activities to a wide ranging audience: engaging and enthusing students and assisting FSC achieve its goal of 'Bringing Environmental Understanding to All'. You will also contribute to all other aspects of running a busy residential education centre.

## Key Responsibilities:

- Develop and deliver out-of-classroom learning experiences to a wide-ranging audience of formal educational groups including:
  - Leading specification-based programmes in geography at Key Stage 4, AS and A2 level
  - Leading cross-curricular environmental studies programmes at Key Stages 2 and 3
  - Supporting other Education Team colleagues in delivering secondary ecology programmes
- Ensure that where appropriate course programmes have relevance to the National Curriculum for England and Wales and relevant Awarding Body Specifications (EdExcel, OCR, AQA and WJEC)
- Liaise with accompanying school and college staff to identify whole class and individual learning needs and ensure course programmes meet these requirements
- Produce plans for activities which identify appropriate learning outcomes and develop a range of key skills
- Ensure all resources are prepared and equipment available for each activity
- Integrate the use of ICT into class and fieldwork activities wherever appropriate
- Carry out risk assessments and adapt or modify activities where appropriate e.g. due to sudden changes in weather or other unforeseen circumstances
- Deliver activities in a safe, effective and engaging manner
- Respond to the needs of the group by changing the pace and/or style of delivery as appropriate
- Work closely with the geography subject leader within the Education Team and contribute to the development of new teaching activities
- Comply with all relevant legislation and FSC Operating Codes of Practice
- Contribute to the positive environmental performance of the Centre
- Take an appropriate share in the Centre's overnight duty system
- Fulfil your obligations under the FSC Behaviour Partnership, which sets out our rights and responsibilities as FSC employees
- Ensure the highest standards of quality are achieved in all duties carried out
- Work closely with other Centre staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Carry out any other duties that may be reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

# PERSON SPECIFICATION

Post Title: TUTOR		Centre / Unit: FLATFORD MILL	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
<b>1. EDUCATION AND QUALIFICATIONS</b>	<b>E</b>	<b>D</b>	
Have a degree in Geography, Environmental Science or a closely allied discipline	✓		Application Form/Interview
First Aid at Work Certificate		✓	Application Form/Interview
PGCE or equivalent		✓	Application Form/Interview
<b>2. EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES</b>			
Previous experience of teaching	✓		Application Form/Interview /Presentation
Previous experience of fieldwork	✓		Application Form/Interview
Previous experience of the production and preparation of teaching resources	✓		Application Form/Interview
Enthusiasm for the outdoors, the subject you are teaching and helping others learn about the environment	✓		Covering Letter/Interview /Presentation
Knowledge of the National Curriculum and Specifications in your specialist subject area	✓		Application Form/Interview
Specialism in either Physical, Human or Environmental Geography		✓	Application Form/Interview
Experience of delivering at a wide range of levels including GCSE and A level		✓	Application Form/Interview
Experience of carrying out risk assessments		✓	Application Form/Interview
Familiarity with Geographical Information Systems e.g. Google Earth		✓	Application Form/Interview
Experience of using spreadsheet and presentation software		✓	Application Form/Interview
Experience of using interactive whiteboard equipment and software		✓	Application Form/Interview
<b>3. PERSONAL QUALITIES</b>			
Trustworthy and reliable	✓		Interview
Strong commitment to a high standard of customer care	✓		Interview
Ability to work using own initiative and as a competent and effective team member	✓		Interview
Good time management and prioritisation skills	✓		Application Form/Covering Letter/Interview
Pleasant manner and flexible approach	✓		Interview
Committed and proactive approach to personal development, motivated to learn new skills and meet new challenges	✓		Interview
<b>4. COMMUNICATION SKILLS</b>			
Excellent communication skills and sensitivity to the needs of others	✓		Application Form / Covering Letter/Interview/Presentation
Good written skills	✓		Application Form/ Covering Letter
Good teamworking skills	✓		Application Form/ Interview
Report writing skills		✓	Application Form/ Covering Letter
<b>5. OTHER CIRCUMSTANCES</b>			
Full Driving Licence	✓		Application Form
Minibus driving experience /certification		✓	Application Form

Date: February 2010

# SUMMARY OF MAIN TERMS AND CONDITIONS

## **Remuneration:**

The commencing salary will be in the range of **£16,446 - £18,767** per annum, depending on qualifications and experience. Increments within the salary range are subject to satisfactory performance and an individual review. Single accommodation is provided for this post in a staff flat opposite the main Field Centre complex. A 10% deduction from salary is made for this accommodation and for food provided when at work.

The salary is paid monthly in arrears by BACS electronic transfer into a nominated account. The salary scale is reviewed annually in line with inflation or as recommended by the Joint Staff Committee.

## **Hours of work:**

This post is based on a 40 hour week, variable as per the needs of the FSC. Evening and weekend working are required as part of a flexible rota involving all members of the Education Team, but are recompensed by a system of time off in lieu. Tutors also take a share of evening welfare duties within a team of six resident staff.

## **Annual and 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 (28 days) 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.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave (pro rata for part time).

## **Pension:**

The post-holder will be eligible to join the Teachers' Pension Scheme.

## **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 two months 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 six 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

# 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 17 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.

## FLATFORD MILL

Flatford Mill is situated in one of the most attractive parts of East Anglia, on the banks of the River Stour in south Suffolk. The local village is East Bergholt. Ipswich and Colchester are each nine miles away on the A12. The local train station is Manningtree, which is 10 minutes drive from Flatford and gives good access to and from other parts of the country.



The Field Centre occupies buildings leased from the National Trust, including the Mill and Mill House, Willy Lott's House and Valley Farm. The surrounding area, known as the Dedham Vale, has been made famous through the paintings of John Constable, whose family used to own Flatford Mill.

The scene of one of his best-known paintings, *'The Hay Wain'*, is here!

The Centre runs a wide-ranging programme of residential courses and other activities throughout the year for people of all ages. Over 6,000 people visit the Centre each year, staying up for periods of up to a week. At any one time there may be a combination of adults, college students, secondary school students or primary school pupils in residence, with day courses running as well.

The Centre has received the 'Investors in People' award recognising its commitment to staff training and development and also an 'Eco-Centres' award for progress towards more sustainable lifestyles.

The Head of Centre leads a team of 30 people, responsible for education, administration, catering, household and maintenance duties. Each of these 'departments' has its own team and team manager.

The Tutor will work in the Education Team, under the overall guidance of our Education Manager. The team typically has the following roles and responsibilities:

Education Manager	Team management and teaching residential and day courses
Senior Tutor	Subject leader in Biology; teaching residential and day courses
Senior Tutor	Subject leader in Geography; teaching residential and day courses
<b><u>Tutor</u></b>	Teaching residential and day courses
Education Assistant	Teaching support, plus part-time teaching
Education Assistant	Teaching support, plus part-time teaching

The first four team members have responsibility for the majority of formal education teaching across the age range from Key Stage 2 to AS/A2 level. The successful candidate will be expected to contribute significantly to their area of subject expertise and will be trained in all subjects delivered at the Centre.

Education Assistants concentrate on teaching support and related tasks but also help to lead day and residential course activities for Key Stage 2 Primary School classes.

## Accommodation in Valley Farm

Accommodation for this post is offered in Valley Farm, opposite Flatford Mill. The crosswing of this medieval building (the two storey section to the left of the building as shown) has two staff flats, one on the ground floor and the other on the first floor. These are allocated to two individuals who hold Tutor or Senior Tutor positions within the Education Team.



Each flat consists of a separate sitting room and a bedroom and has sole use of one of two bathrooms. Kitchen facilities are shared. Across the open hall which forms the central part of the building there are two bedrooms for Centre visitors, with access to their own separate bathroom facilities.

An extensive garden behind the building is available for the use of the Tutors living in the crosswing. This space is occasionally used during course activities and volunteers are sometimes present tending the vegetable plots or leading guided walks and other events.