



## Welcome

Dear Applicant

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

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

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 and covering letter is 12 noon on **Friday 10 September 2010** with interviews taking place on **Friday 17 September 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.

If you have any queries regarding this vacancy please call Mike Cawthorn on 0845 4583507. We look forward to receiving your application in due course.

Caroline Bailey  
*People Development Officer*

# JOB DESCRIPTION



**Job Title:** TUTOR  
**Based at:** FSC Juniper Hall  
**Reports to:** Senior Biology Tutor as part of the Education Team

## Overall Job purpose:

The post-holder 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 of a busy residential education centre.

## Key Responsibilities:

- Develop and deliver out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups including:
  - specification-led programmes in biology at Key-stage 4 and A/AS level
  - Key-stage 2 cross-curricular environmental programmes
  - Key-stage 3 programmes incorporating environmental and conservation activities
  - informal leisure-learning programmes for adult and family groups
  - supporting other courses eg. university groups, PGCE etc
- Ensure that - where appropriate - programmes have relevance to the National Curriculum for England and Wales and awarding body Specifications
- Incorporate opportunities for the development of key skills within 'out-of-classroom' activities
- Effectively integrate ICT into pre-planned activities
- Take responsibility for an area of the Centre's operation.
- Assemble programmes of activities that develop a range of skills and techniques and sign post key skills to the group during the activity
- Identify individual learning needs and discuss these with a senior member of the teaching team
- Ensure all resources (inc shared resources) are prepared and available for the activity
- Produce plans for activities, identifying appropriate learning outcomes and liaise with accompanying staff to ensure programmes meet their requirements
- Contribute fully to the development of new teaching activities within your subject area(s)
- 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
- Carry out Risk Assessments and adapt / modify activities where appropriate, eg. due to sudden changes in weather or other unforeseen circumstances
- Comply with all relevant legislation / FSC Operating Codes of Practice
- Contribute to the positive environmental performance of the unit
- Take an active role in the centre's overnight duty system
- Fulfil your obligations under the FSC Behaviour Partnership
- Ensure the highest standards of quality are achieved in all duties carried out
- Work closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- 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: JUNIPER HALL	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
<b>1. EDUCATION / QUALIFICATIONS</b>	<b>E</b>	<b>D</b>	
Have a degree in either Biology, Environmental Science or 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 &amp; 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
Have an enthusiasm for the subject you are teaching and the outdoors, helping others learn about the environment	✓		Covering Letter/Interview /Presentation
Knowledge of the National Curriculum & Specifications in your Specialist subject area	✓		Application Form/Interview
Experience of delivering at a wide range of levels including GCSE or A-level		✓	Application Form/Interview
Undertaking risk assessments		✓	Application Form/Interview
Working with databases or GIS		✓	Application Form/Interview
Experience of using presentation software and spreadsheets		✓	Application Form/Interview
Previous line management or mentoring experience		✓	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 overcome new challenges	✓		Interview
<b>4. COMMUNICATION SKILLS</b>			
Excellent communication skills and sensitive to the needs of others	✓		Application Form / Covering Letter/Interview/Presentation
Good written skills	✓		Application Form/ Covering Letter
Report writing skills		✓	Application Form/ Covering Letter
Good computer skills	✓		Application Form/Interview
<b>5. OTHER CIRCUMSTANCES</b>			
Full Driving Licence		✓	Application Form
Minibus driving experience /certification		✓	Application Form

Date: August 2010

# Summary of Main Terms and Conditions

**Contract Term:**

This is a permanent post.

**Remuneration:**

FSC Salary Grade: scale points 10 - 13, currently £16,446 - £18,767 p.a.

The point of entry within the grade will be dependent upon qualifications and experience. Subject to satisfactory performance and an individual review the post-holder will have the opportunity to access up to 3 further incremental points.

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

Single accommodation may be available, for which a charge will be applicable.

**Hours of work:**

This post is based on a 40-hour week, variable as per the needs of the FSC. Weekend and evening work will be required. Evening 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.

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 up to 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:**

August 2010

# The Field Studies Council

## Background

For over 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the environmental for people of all ages. We aim to provide 'inspiring environmental understanding through first-hand experience' to a growing number of learners with as few barriers as possible.

The Charity has 17 established learning locations sited throughout the UK and an increasing number of outreach locations. We provide residential and non-residential field based courses supported by distance learning experiences through our busy publishing unit and resources on the Charity's website.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

FSC believes in the benefits of working in partnerships and these exist at all levels from strategic to local. This includes all areas of our work and extends to a range of international partners as well as those based in the UK.

The Charity's values are about focussing on the needs of the learners; delivering safely what we say we will do; being committed to continuous improvement and having an FSC wide perspective. These are achievable because FSC staff have a real passion for the work of the Charity and a pride in their role within it. Every role in the Charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For further information visit our website [www.field-studies-council.org](http://www.field-studies-council.org)

## FSC Juniper Hall



**Juniper Hall** is set in a quiet wooded valley in an unspoilt area of the chalk North Downs. Juniper Hall, leased from the National Trust, is a superb country house dating from the 17th century. It is about 1km from Box Hill and only 40km from central London. Set in a dry valley at the foot of Box Hill, the centre runs geography, ecology and environmental studies courses for school students and pupils (run mainly by FSC Tutors) and an extensive programme of environment, art and craft courses for adults and families. We have a diverse customer base with all Key stages from primary through to A-level groups equally represented as well as University and PGCE groups.



We are looking to recruit a new member of the Education Team for this dynamic centre. 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.

The Field Studies Council strives to invest in training and development which will create the environment for staff to maximise their potential in taking FSC forward. First Aid and Health and Safety are compulsory requirements for the role of FSC Tutors, therefore new tutors will be offered in-house training, where necessary.



Looking after our customers is of paramount importance and the Office, Kitchen, Household and Education teams all play their part in ensuring we offer outstanding customer service. The management of the Centre is inclusive, with everyone being expected to contribute and having the opportunity to develop their skills and experience. There are 22 staff at the Centre, with about half living residentially.