



Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Trainee Tutor with the Field Studies Council Juniper Hall. 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)
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

The closing date for receipt of your completed application form and covering letter is 12 noon on **Monday 15th March 2010**.

Interviews are scheduled to take place on Friday 19th March 2010 at Juniper Hall Field Centre.

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 Emma Peasland on 0845 4583507. We look forward to receiving your application in due course.

Karen Ruberry
Human Resources

JOB DESCRIPTION



Job Title: TRAINEE TUTOR
Based at: FSC Juniper Hall
Reports to: Senior Teaching Officer of Centre as part of the Education Team

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 Cross curricular KS2/3 and A-level Biology/Geography 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

PERSON SPECIFICATION

Post Title: TRAINEE TUTOR	Centre / Unit: JUNIPER HALL
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
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
Experience of undertaking Risk Assessments		✓	Covering Letter/Application Form
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
A genuine commitment to customer care for customers of all ages and backgrounds	✓		Application Form/Covering Letter/Interview
4. COMMUNICATION SKILLS			
Excellent communication skills	✓		Covering Letter/Application Form /Interview/Presentation
Report writing skills		✓	Application Form/Interview
Good ICT skills to effectively support learning	✓		Application Form/Covering Letter /Interview
5. OTHER CIRCUMSTANCES			
Full Driving Licence		✓	Application Form
Minibus driving experience /certification		✓	Application Form

Date: March 2010

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 and meals. 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: March 2010

Field Studies Council

BACKGROUND INFORMATION

For nearly 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

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.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website 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 education staff, therefore all education staff 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.