



Welcome to the Field Studies Council (FSC)

Senior Tutor with FSC London Region predominantly based at Bushy Park, TW12

Imagine a job where you can use your environmental knowledge every day; helping to shape the minds of the new generation; a job where you work as part of a team in the great outdoors, inspiring others and developing passions for the future. Teaching with FSC gives you a role with both challenge and opportunity and a chance to start young people on a journey of discovery that can last a lifetime. FSC are looking for people with a curiosity for the world around us, a passion for the natural history of the British Isles and an ability to enthuse and inspire others.

Included in this pack is the key information relating to our **Senior Tutor vacancy**:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and FSC London Region

How to apply:

To apply for this position please download and complete in full the **EDUCATION application form**. You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification.

For all recruitment information and relevant application forms please go to our vacancies web page at:
www.field-studies-council.org/vacancies

Send your completed application form to: recruitment@field-studies-council.org **OR**

Human Resources, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

Please note we do not accept CV's without a completed application form.

The closing date for receipt of your completed application is 12 noon on Thursday 23rd March 2017

Interviews are scheduled to take place at The Stockyard Education Centre, Bushy Park, Hampton Court Road, TW12 2EJ on Friday 31st March 2017

If you have any queries regarding this vacancy please call Helen Robertson on 0208 502 8500. We look forward to receiving your application in due course.

Simon Ward
Head of FSC London Region

JOB DESCRIPTION

Job Title:	Senior Tutor
Grade:	Senior Team Member
Based at:	FSC London Region predominantly based at Bushy Park
Reports to:	FSC London Region Education Team Leader This post holds no direct line management responsibility

Overall Job purpose:

The Senior Tutor will develop, plan and deliver 'out-of-classroom learning' activities to a wide ranging audience; engaging and enthusing students to assist FSC achieve their goal of 'Inspiring Environmental Understanding through first-hand experience'. The post holder will be expected to lead groups of all abilities in the natural environment with the ability to provide an appropriate standard of care for our learners, and also make a wide-ranging contribution to the work of this busy learning location.

This is essentially an active role and will require the postholder to be able to carry out duties associated with effectively managing groups in outdoor learning locations, which may be remote, whilst ensuring the health and safety of the group at all times, including carrying safety sacks.

Key Responsibilities:

Management

- Providing effective leadership in relation to all or some of the following areas:
 - Volunteers
 - Physical Resources
 - Science or Geography Teaching
- Organising and carrying out coaching and competency sign-off, and providing support and guidance for team members as appropriate in relation to the areas agreed above

Teaching

- Delivering activities in a safe, effective and engaging manner, responding to the needs of the group by changing the pace and style of delivery as appropriate
- Setting a high standard of customer service - meeting and greeting visiting staff, welcome talks, etc and ensuring that these are delivered effectively
- Setting benchmark standards for the team in teaching and learning styles and strategies - acting as a mentor to other team members
- Ensuring that - where appropriate - programmes have relevance to the National Curriculum for England and awarding body Specifications
- Liaising with accompanying staff to ensure programmes meet their requirements
- Effectively integrating ICT into pre-planned activities
- Incorporating opportunities for the development of key skills within 'out-of-classroom' activities
- Producing plans for activities, identifying appropriate learning outcomes

Resource & Project Development

- Ensuring all resources are prepared and available for activities, producing plans for activities and identifying appropriate learning outcomes
- Assisting in the administration, support & maintenance of resources, lesson plans and schemes of work for the education team
- Managing resource expenditure as appropriate/delegated

General

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Taking responsibility for an area of the learning location's operation (Bushy Park)
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining a high standard of personal hygiene & personal appearance in accordance with FSC policies
- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location

Key Expectations:

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving FSC's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of Issue: March 2017

PERSON SPECIFICATION

Post Title: SENIOR TUTOR (Senior Team Member)	Learning Location: FSC LONDON REGION predominantly based at Bushy Park
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Degree in either Geography, Environmental Science or closely allied discipline	✓		Application/Interview
1 year + experience of developing and delivering at a wide range of levels including AS/A2, key Stage 2 and / or Key Stage 3	✓		Application/Interview
2 years + of relevant work experience	✓		Application/Interview
Previous experience of teaching/tutoring	✓		Application/Interview/ Presentation
Previous experience of fieldwork / leading learning activities outdoors	✓		Application/Interview
Previous experience of the production and preparation of teaching resources	✓		Application/Interview
Experience of using interactive whiteboards, GiS, presentation software and spreadsheets	✓		Application/Interview/ Presentation
Experience of writing and undertaking risk assessments	✓		Application/Interview
Teaching Qualification (PGCE, BEd or equivalent)		✓	Application/Interview
Budget management experience		✓	Application/Interview
First Aid qualification		✓	Application/Interview
2. KNOWLEDGE			
Knowledge of National Curriculum and the ability to respond to curriculum changes or awarding body requirements and be a key person in leading the learning location through any future curriculum initiatives	✓		Application/Interview
Specialism in Science/Biology		✓	Application/Interview
3. SKILLS			
Ability to focus and stay on task in a busy environment or when working alone	✓		Application/Interview
Excellent communication skills, sensitive to the needs of others	✓		Application/Interview/ Presentation

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a fixed term position until 31st October 2017.

Remuneration:

FSC Grade: Senior Team Member

FSC Salary Grade: Scale Points 12 - 15, currently £20,089 - £22,925 per annum

Due to the fixed term nature of the contract the post holder will be appointed to a fixed point which is normally the 1st point in the range, however the post holders' placement in the range will be set according to qualifications and experience and for exceptional candidates we may consider offering this position at a higher point. The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Hours of work:

This post is based on a notional average of 40 working hours per week. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the contract according to business needs which means that the post holder may be required to work more hours some weeks and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required.

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. 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 Teachers' Pension Scheme.

Sickness:

During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence procedures. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Additional Employee Benefits:

These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852119.

Probationary Period:

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

Post Classification / Criminal Records Check Requirements:

This post has been classified as **Category A** (as defined in the FSC Code of Conduct) which means it is **exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Applicants will therefore be required to disclose any convictions, cautions, reprimands or final warnings which are NOT protected as defined under the Act, and the successful candidate will also be required to undertake an **Enhanced plus Children's barred list check** with the Disclosure & Barring Service (DBS).

FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.

Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can't achieve this without staff that 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 more information please also visit www.field-studies-council.org

FSC London Region

The FSC London Region consists of FSC Juniper Hall, FSC Amersham, FSC London Projects (including the Royal Parks and Olympic Park) and FSC Epping Forest. FSC Juniper Hall is a residential field centre, whilst the others are day centres. This means that there are a very high number of students taking part in learning experiences across the region, with 54,782 learners attending courses across the region in 2015. The London Region attracts a large number of groups from across the UK and internationally.

Across the region the FSC also has many partnerships that include the National Trust, National Grid, City of London, The Royal Parks and London Legacy Development Corporation. This continues to grow and will expand over the coming years in new projects and developments across the region.