



Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Higher Education Student Placement (Education Assistant) with the Field Studies Council (FSC) at Margam Discovery Centre, Margam Park, Port Talbot. Please find enclosed the following information:

1. Job Description and Person Specification
2. Summary of main terms and conditions for the post
3. Information about the FSC. (*Please also visit: www.field-studies-council.org*)

You can download a word version of the application form from our website: www.field-studies-council.org/vacancies For this post you will need the application form for **Education Posts**.

Completed application forms and a covering letter should be returned for the attention of:

Alison Jannetts, Senior Tutor, FSC Margam Discovery Centre, Margam Park, Port Talbot SA13 2UA

or email: alison.mp@field-studies-council.org

The closing date is 12:00 noon Friday 9th March 2012 and interviews will be held on Friday 23rd March 2012 at Margam Park.

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 five working days after the deadline 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 Alison Jannetts on 01639 895636. We look forward to receiving your application in due course.

Alison Jannetts
Senior Tutor

JOB DESCRIPTION



Job Titles: Higher Education Student Placement
(Education Assistant)

Based at: FSC Margam Park

Reports to: Senior Tutor as part of the Education Team

The **Education Assistant** post primarily involves supporting the teaching staff in the delivery of field courses along with a range of other residential and domestic duties essential to the smooth running of the Centre. The post holder is expected to be undertaking a degree in a relevant environmental, geographical or natural science subject. They must be enthusiastic about the environment and keen to see that people are taught to understand and respect it better. They must have good interpersonal skills. A good level of literacy, numeracy and basic ITC skills is assumed. The post will best suit people who show initiative during the course of their employment and can assist in spotting and prioritising jobs amongst the many and various tasks to be carried out. The post holder must be happy about sharing staff accommodation and be unperturbed about working long and unusual hours. A full, clean UK driving licence and experience of working in the customer service sector would also be advantageous.

The Core Values that we regard as essential for every member of staff include; a passion to deliver the highest standards of customer care, honesty and openness, an ability to work safely, a desire to show pride in all aspects of their work, a flexible approach with a willingness to adapt to changes within the learning location and have a commitment to inspiring environmental understanding through first-hand experience.

This is essentially an active role and will require the job holder to be able to carry out duties associated with managing groups in an outdoor learning location, e.g. off-site locations.

FSC Education Assistants gain:

- Work experience that reflects an environmental educational charity.
- An opportunity to develop work place skills and a respected referee for future job applications.
- Working knowledge of systems and processes relevant to education.
- An overview of the customer service sector.
- Experience of working with young people in the outdoors.
- The opportunity to develop identification skills and contribute to survey work.
- Opportunity to attend relevant training courses including Health and safety, risk assessment, first aid and water safety training.

DUTIES:

- **Supporting Teaching Staff in Course Delivery:** One of your key tasks will be to give support to the teaching staff in preparing resources and in the delivery of teaching to all age groups from KS1 to A level. You will be encouraged to accompany tutors on field days and to assist the students in their work. Although we do not expect you to teach groups you may be asked to demonstrate techniques and lead or oversee parts of the field work. With junior groups you may be asked to lead small groups, to run environmental games or to assist with evening activities e.g. campfire or orienteering. You will be responsible for maintaining field equipment and for keeping the equipment stores and the classrooms tidy.
- **Monitoring and surveying:** You will be responsible for collecting data as part of ongoing survey work e.g monthly bird survey.

- **Sustainability and conservation** : We are a recognised Eco-Centre and Green Dragon Centre, and you will assist in various “green initiatives”, such as recycling, gardening and maintenance tasks in the Centre grounds.
- **Contributing to Meetings and the Centre Business Plan:** You will be expected to attend staff meetings and take your turn at writing up the minutes for the Education team meetings. You will take part in the annual staff review, appraisal and planning cycle.
- **Other Routine Tasks:** These will include showing in new arrivals; carrying out your share of residential duties (duty nights, locking up etc), issuing and maintaining waterproofs and wellies; managing the library; checking first aid kits and carrying out various safety audits and helping to man the weekly shop. You will also be timetabled to ‘service’ independent groups to ensure they have everything they need to run their own courses. On ‘change over’ days you will be expected to assist in cleaning the classrooms and ensuring the resources are ready for the following week.

Summary of Main Terms and Conditions

Contract Term:

This is a fixed-term appointment for a maximum of 12 months, for students who are studying on a higher education course.

Remuneration:

As a student on a higher education course undertaking a placement with the Field Studies Council as part of your studies you are exempt from the National Minimum Wage (NMW) for up to a maximum of one year.

You will receive an Allowance of £55 per week payable monthly in arrears by credit transfer as detailed on your pay statement. You may be resident at the Centre. If resident, you will receive board and lodging free of charge.

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.

Pension:

The post-holder may be eligible to join the FSC Group Personal Pension Plan.

Training:

Safety is high on the list of FSC priorities. All staff responsible for students (or other staff) are given appropriate first aid training.

Driving:

It is strongly advisable that you have access to a car / bicycle as accommodation is off site. You may also be required to lock the park gates when on duty (15 mins walk from the centre) sometimes late in the evening.

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence policy. 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.

Probationary Period:

This post has a one 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 2012

PERSON SPECIFICATION

Post Title: Higher Education Student Placement (Education Assistant)	Learning Location: Margam Discovery Centre
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ESSENTIAL/DESIRABLE FACTORS FOR PLACEMENT ON THE SCHEME			How is this identified?
1. QUALIFICATIONS	E	D	
Studying for a degree in either Biology or Geography or other environmental subject	✓		Application
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Ability to effectively undertake tasks on a day to day basis	✓		Application/Interview
Ability to communicate effectively	✓		Application/Interview
Have the ability to apply learning to improve work practices	✓		Application/Interview
Ability to use standard office software and technology	✓		Application
Have an understanding of how working practices can be sustainable		✓	Application/Interview
Previous experience of teaching and/or fieldwork		✓	Application/Interview
Previous experience of grounds management/gardening		✓	Application/Interview
Experience and / or a flair for working with children / young people in an informal setting		✓	Application/Interview
Have an understanding of the principles of risk assessment		✓	Application/Interview
Ability to effectively manage personal time		✓	Interview
Have the ability to enable participation of all learners		✓	Application/Interview
Have knowledge of the National Curriculum		✓	Application
Ability to read, write and speak Welsh		✓	Application
3. PERSONAL QUALITIES			
Passion to deliver the highest standards of service	✓		Interview
Ability to work effectively within a team or independently	✓		Application /Interview
Innovator, self-starter who shows personal initiative	✓		Application/Interview
A genuine commitment to customer care for customers of all ages and backgrounds	✓		Application/Interview
Have enthusiasm and respect for the outdoor environment	✓		Application/Interview
Commitment to improving the FSC's environmental performance		✓	Interview
4. OTHER CIRCUMSTANCES			
First Aid Certificate		✓	Application
Full Driving Licence		✓	Application
Minibus driving experience / certification		✓	Application

The Field Studies Council

For over 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the environment 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 an extensive network of 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 resources through our busy publications unit and on the Charity's website.

FSC's main area of activity is working with schools, providing Geography, Science and other courses to complement all stages of the Curriculum. University courses at all levels are also a major part of the Charity's work. In addition, FSC provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups and professional training courses for teachers and those involved in the environment. 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) and family activity holidays 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 focusing 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

FSC Margam Park

Set in 850 acres of beautiful parkland where 600 deer roam freely, the Margam Discovery Centre in South Wales offers high quality environmental education to all age groups, both residentially and for day visits. There are a huge variety of habitats within the park but the Centre is also in a great location being close to sand dunes, moorland, woodlands, rivers and coasts. There are also a number of human environments including Swansea and Cardiff, where studies can take place.

The Margam Discovery Centre has a superb reputation for providing high quality courses at both Key Stage 2 and 3. However, due to the expanding of the centre and new location we now have many courses for GCSE, A-level and Undergraduate groups which have been getting excellent reviews. We offer a range of leisure and professional training courses, covering virtually every aspect of learning about the countryside, its wildlife and the environment.

The Margam Discovery Centre has the capacity to accept groups from all around the UK. We now have up to 132 beds in 33 en-suite bedrooms each sleeping up to 4 pupils. There are four teaching rooms equipped with interactive and standard whiteboards, as well as recreation, refectory and drying room facilities. The building is a brand new facility with sustainable technologies built into it. That said, we aim to spend as much time as possible outdoors with pupils!

The staff include the Head of Centre, Visitor Services Manager, Education Team Leader, Tutors, Education Assistants, Housekeepers, Cooks/Caterers, Bursar, Administrator and Maintenance staff, who cover all aspects of Centre operations.

If you would like to find out more information about FSC Margam Discovery Centre please visit:
www.field-studies-council.org/centres/margamdiscoverycentre.aspx