

# Welcome to the Field Studies Council (FSC)

## Senior Tutor (Team Leader) at FSC Rhyd-y-creuau, Conwy

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 (Team Leader) vacancy**:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and FSC Rhyd-y-creuau

### **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](http://www.field-studies-council.org/vacancies)

**Send your completed application form to:** [recruitment@field-studies-council.org](mailto: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 Wednesday 15<sup>th</sup> November 2017 at 12:00**

Interviews are scheduled to take place at FSC Rhyd-y-creuau on Monday 27<sup>th</sup> November 2017

If you have any queries regarding this vacancy please call Liz Earley on 01690 710494. We look forward to receiving your application in due course.

**Andrew Taylor**  
**Head of Centre**

# JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Tutor (Team Leader)</b>
<b>Grade:</b>	Team Leader
<b>Based at:</b>	FSC Rhyd-y-creuau
<b>Reports to:</b>	Education Team Leader as part of the Education Team This post holds line management responsibility for some junior members of the Education Team

## 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 in a leadership role.

This is essentially an active role and will require the post-holder 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.

## Management

- Working under the direction of the Education Team Leader to provide team management as appropriate, including weekly and monthly forward planning, and leading daily briefings and team meetings
- Carrying out direct line management of some junior members of the education team (e.g. Education Support Assistants, HE Students Placements, Trainee Tutors), including carrying out personal development reviews in line with FSC procedures
- Organising and carrying out induction, coaching, competency sign-off and providing support and guidance for team members as appropriate
- Providing effective leadership in relation to all or some of the following areas:
  - Health & Safety;
  - Compliance;
  - Systems & procedures;
  - Physical Resources
  - Science or Geography Teaching
- Deputising for the Education Team Leader in their absence

## 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
- Demonstrating teaching excellence in their own course delivery and 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 Wales 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

## Resource & Project Development

- Ensuring all resources are prepared and available for activities, producing plans for activities and identifying appropriate learning outcomes
- Working under the direction of the Education Team Leader to develop resources to support out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups including:
  - Specification-led programmes at Key-stage 4 and A/AS level in biology and geography (and related subjects)
  - Key-stage 2 and 3 cross-curricular environmental programmes
  - Informal leisure-learning programmes for adult and family groups
  - Supporting other courses, e.g. university groups, PGCE, etc
- Supporting the Education Team Leader in the administration, support & maintenance of resources, lesson plans and schemes of work for the education team
- Managing resource expenditure as delegated

## General

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Taking an active role in the learning location's evening and residential duty system - this will involve staying on site on some evenings and overnight to deal with customer issues and respond to emergencies. As a key member of the senior on-call team you will also provide support for other duty staff
- 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 professional standards at all times 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)
- Driving: We have a number of vehicles which you will be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role  
  
Subject to meeting certain criteria, you may also be required to drive our minibuses. If you do not hold D1 entitlement and have the appropriate driving experience/certification, you may be required to undertake the relevant training upon commencement of the role
- 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: October 2017

## PERSON SPECIFICATION

<b>Post Title: SENIOR TUTOR (Team Leader)</b>	<b>Learning Location: FSC Rhyd-y-creuau</b>
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Degree in either Geography, Biology, Ecology, Environmental Science or closely allied discipline	✓		Application/Interview
3 years+ of relevant work experience to include some management experience	✓		Application/Interview
1 year + experience of developing and delivering fieldwork at a variety of levels	✓		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
Experience of writing and undertaking risk assessments	✓		Application/Interview
Full valid Driving Licence	✓		Application
Relevant National Governing Body Awards in adventure activity e.g. ML, SPA, or HML		✓	Application/Interview
Previous experience in leading curriculum development in either Geography or Biology		✓	Application/Interview
Budget management experience		✓	Application/Interview
First Aid qualification		✓	Application/Interview
Full D1 entitlement with minibus driving experience / certification		✓	Application
Teaching Qualification (PGCE, BEd or equivalent)		✓	Application/Interview
Management qualification		✓	Application/Interview
<b>2. KNOWLEDGE</b>			
Knowledge of the 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 Geography / Biology	✓		Application/Interview
Ability to speak Welsh		✓	Application/Interview
<b>3. SKILLS</b>			
Ability to effectively lead your team and motivate them to achieve high results	✓		Application/Interview
Ability to undertake observation and critical review of team members' delivery to ensure compliance with FSC systems	✓		Application/Interview
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

## SUMMARY OF MAIN TERMS AND CONDITIONS

### **Contract Term:**

This is a permanent position.

### **Remuneration:**

FSC Grade: Team Leader

FSC Salary Grade: Scale Points 15 - 18, currently £23,407 - £26,711 per annum

The point of entry within the salary grade is normally the 1<sup>st</sup> point in the range therefore subject to satisfactory performance and an individual review, the post-holder will have the opportunity to access up to 3 further incremental points within the grade. It is however assessed on qualifications and experience and for exceptional candidates only consideration may be given for appointment on the 2<sup>nd</sup> point. The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

If resident, a deduction of 20% is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. Food will only be provided during the course of your duties. Food is not included on days off and holidays.

### **Hours of work:**

This post is based on a notional average of 40 working hours per week, this will equate to a total of 2080 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the year according to business needs which means that the post holder may be required to work more hours during busy periods and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required. Evening and residential 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. 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.

### **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 / Level of Disclosure and Barring Service (DBS Check Required):**

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](http://www.field-studies-council.org)

## FSC Rhyd-y-creuau The Drapers' Field Centre

Located near the tourist honey-pot of Betws-y-coed in Snowdonia National Park, the centre attracts groups from England, Wales and further afield. We continually strive to build upon our reputation as a leading A-level biology and geography field centre. A further strength of the centre is our comprehensive programme of KS2 and KS3 Eco-adventure courses, which develop environmental understanding through a range of outdoor learning experiences including Adventurous Activities.

Looking after our customers is of paramount importance and the Office, Hospitality 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 approximately 25 staff

at the Centre, with about two thirds living locally. All other staff are residential and live in shared accommodation adjacent to the centre and near the village of Betws-y-coed. Links with the local community, Welsh culture and Welsh language are valued greatly at the centre.