



# Welcome to the Field Studies Council (FSC)

## Senior Tutor (Senior Team Member) at Castle Head Field Centre, Cumbria

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 (Senior Team Member) vacancy**:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and Castle Head Field Centre

### **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 12 noon on Friday 17<sup>th</sup> November 2017**

Interviews are scheduled to take place at the Castle Head Field Centre on Monday 27<sup>th</sup> November 2017

Shortlisted applicants will be contacted by telephone and/or email.

If you have any queries regarding this vacancy please call David Elphick on 01539538120. We look forward to receiving your application in due course.

**Paul Bond**  
**Head of Centre**

# JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Tutor</b>
<b>Grade:</b>	Senior Team Member
<b>Based at:</b>	Castle Head Field Centre
<b>Reports to:</b>	Education Team Leader as part of the Education Team 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 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.

## Key Responsibilities:

### Management

- Providing effective leadership in relation to all or some of the following areas:
  - Health & Safety;
  - Compliance;
  - Systems & procedures;
  - 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 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
- 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 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, with the support of a Senior member of staff, respond to emergencies
- 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 (Senior Team Member)</b>	<b>Learning Location: Castle Head Field Centre</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
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
Full valid Driving Licence	✓		Application
NGB qualifications such as an ML or SPA		✓	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
<b>2. KNOWLEDGE</b>			
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 Geography / Biology	✓		Application/Interview
<b>3. SKILLS</b>			
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 permanent position.

### **Remuneration:**

FSC Grade: Senior Team Member

FSC Salary Grade: Scale Points 13 - 16, actual salary is £21,435 - £24,459 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. Incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

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:**

The post is based on a notional average of 40 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 duration of your contract according to business needs. This means that the post holder may be required to work additional hours per week 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 / 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

*FSC believes the more we know 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.*

FSC is the only environmental education charity dedicated solely to providing informative and enjoyable opportunities for people to experience the environment at first hand – to discover, explore, and be inspired by the natural world.

Over the last 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 130,000 people experience FSC through a visit to one of our learning locations either as a child on a family holiday course, a young person on a school fieldtrip, an adult on a leisure learning course or a teacher on a professional development course.

- FSC is a leading provider of learning outside the classroom, welcoming over 3,000 schools to its UK wide network of learning locations each year.
- Natural history courses range from walking and exploring the countryside to more specific courses on species or habitats.
- Art courses including painting, drawing crafts, photography and creative writing. All have one thing in common – the use of the natural world as inspiration.
- Family holidays and activity courses are a great way for the family to enjoy spending time together, experiencing stunning scenery, fantastic wildlife and exciting activities.
- FSC publishes a wide range of identification guides including the renowned AIDGAP series of keys and fold-out charts.
- FSC is committed to developing and providing taxonomic training to increase the identification, monitoring and recording skills of environmental professionals and volunteers.
- FSC also offers professional training opportunities in fieldwork for trainee and experienced teachers.

Some of the FSC's proudest moments have arrived when trying to reach those that are not able to visit an FSC learning location because they have been disadvantaged in some way. Through generous donations and membership, FSC has established the Kids Fund, a vehicle to provide financial support to enable such groups to visit an FSC learning location.

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 Castle Head**

Castle Head is situated in south Cumbria and lies between the fells of the Lake District National Park and the shores of Morecambe Bay. The Centre is easily accessible being less than 2 miles from a train station and only a 20 minute drive from both the M6 motorway and the town of Kendal.

Castle Head delivers high quality residential and day field courses across all age ranges in adventurous activity, geography and, utilising a well equipped laboratory, a variety of science courses.

We also have a strong commitment to working with local schools, community groups and a range of projects with the themes of environment and adventure.