

# Welcome to the Field Studies Council (FSC)



## **Seasonal Tutor with FSC Pembrokeshire, predominantly based at Orierton Field Centre**

**We are currently looking for a seasonal Tutor to join our Education team in Pembrokeshire. This is a permanent seasonal position; the season normally runs from 1 March through to 31 October each year.**

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 **Seasonal Tutor** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and FSC Pembrokeshire (also visit [www.field-studies-council.org](http://www.field-studies-council.org))

### **How to apply:**

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)

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.

**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 19<sup>th</sup> January 2018**

**Interviews are scheduled to take place at Orierton Field Centre on Monday 29<sup>th</sup> January 2018**

If you have any queries regarding this vacancy please call Louisa Gooch on 01646 623920. We look forward to receiving your application in due course.

**Chris Millican**  
**Head of Centre**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Seasonal Tutor</b>
<b>Grade:</b>	Team Member
<b>Based at:</b>	FSC Pembrokeshire, predominantly based at Orielson Field Centre
<b>Reports to:</b>	Education Team Leader as part of the Education Team This post holds no line management responsibility

### Overall Job purpose:

The post-holder will develop, plan and deliver 'out-of-classroom learning' activities to a wide ranging audience; engaging and enthusing students and assisting FSC achieve its goal of 'Bringing Environmental Understanding to All 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. You will also contribute to all other aspects of running a busy residential education centre.

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:

#### Teaching

- Developing and delivering out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups including:
  - leading specification-based programmes in geography & biology at Key-stage 4 and A/AS level
  - leading Key-stage 2 & 3 programmes with environmental, conservation and adventurous activities
  - cross-curricular environmental studies programmes at Key Stages 2 and 3
  - informal leisure-learning programmes for adult and family groups
  - supporting other courses e.g. university groups, PGCE, etc
  - programmes for school and other local community groups
- Ensuring that - where appropriate - programmes have relevance to the National Curriculum for England and Wales and Awarding Body Specifications
- Effectively integrating ICT into pre-planned activities (GIS, Excel, Smartboards and PowerPoints)
- Ensuring all resources (including shared resources) are prepared and available for the activity
- Producing plans for activities, identifying appropriate learning outcomes and liaising with accompanying staff to ensure programmes meet their requirements
- Identifying individual learning needs and planning and adapting courses to meet the needs of learners, and responding to the needs of the group by changing the pace and/or style of delivery as appropriate
- Contributing fully to the development of new teaching activities, including taking a lead role within some areas and effectively sharing and communicating ideas within the teaching team
- Delivering activities in a safe, effective and engaging manner, carrying out Risk Assessments and adapting activities where appropriate, e.g. due to sudden changes in weather or other unforeseen circumstances

#### 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 may 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: November 2017

## PERSON SPECIFICATION

<b>Post Title: SEASONAL TUTOR</b>	<b>LEARNING LOCATION: FSC PEMBROKESHIRE, PREDOMINANTLY BASED AT ORIELTON 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
Previous experience of teaching/tutoring	✓		Application/Interview Presentation
Previous experience of fieldwork / teaching 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
PGCE or teacher training (such as the FSC Trainee Tutor Scheme)		✓	Application
Experience of delivering at a wide range of levels including GCSE or A-level /14-19 courses		✓	Application/Interview
Experience of undertaking risk assessments		✓	Application/Interview
Power Boat Level qualification (or equivalent)		✓	Application
Full valid Driving Licence		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
First Aid qualification		✓	Application/Interview
<b>2. KNOWLEDGE</b>			
Knowledge of National Curriculum & Geography and Biology Specifications	✓		Application/Interview
Ability to speak Welsh		✓	Application/Interview
Specialism in Geography/Biology		✓	Application
<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 an 8 month seasonal post that is being offered on a permanent basis to start on 1<sup>st</sup> March 2018. The season normally commences 1<sup>st</sup> March and ends 31<sup>st</sup> October each year.

### **Remuneration:** FSC Grade: Team Member

FSC Salary Grade: Scale Points 11 - 14, The actual pro-rata salary is currently £13,085 - £14,933 per annum based on 8 months per year. (The full time equivalent is £19,628 - £22,399 per annum.)

The point of entry within the salary grade will be dependent upon qualifications and experience. Further 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 required the post holder can be paid in 12 equal monthly instalments.

It may be possible to be resident during the core season. 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, during the core season only. This would equate to a total of 1387 hours of work annualised over the core season. The weekly hours are based on a flexible shift pattern, this will fluctuate throughout the duration of the season 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. Part time or seasonal workers will receive a pro-rata of the entitlement.

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. (Pro-rata for part time or seasonal workers)

**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 150,000 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. Thanks to FSC members and donations from individuals and Trust Funds, each year we are able to provide support for over 1000 young people who otherwise would not be 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 cannot 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's Pembrokeshire Centres

Since January 2012, the FSC's two Pembrokeshire Centres, Dale Fort and Orielton, have been working under a shared management structure. Staff from both centres have a range of opportunities to work at the other centre on various teaching and non-teaching related tasks.

**FSC Orielton** was established in 1963 to provide high quality residential and day courses for learners of all ages. The main house is an elegant Georgian mansion set in 48 hectares of wooded grounds; we have 120 beds, and each year we welcome over 3000 residential visitors who stay for up to a week. In a separate building we also have 5 classrooms, library and ICT facilities. The Centre is located about 4 miles from Pembroke town on the edge of the Pembrokeshire Coast National Park.

The Centre runs a variety of hands-on courses for school students and undergraduates and some leisure and professional courses for adults and families, taking advantage of the excellent range of habitats nearby. The majority of our learners are studying geography, ecology or environmental studies and we have an experienced team of tutors who deliver courses to meet the requirements of learners.

**FSC Dale Fort** is a converted Victorian military fort set on a rocky promontory at the entrance to Milford Haven in the Pembrokeshire Coast National Park. It has unrivalled and spectacular views over the sea and is close to some of the most magnificent scenery in Wales. Located within the newly designated Special Area of Conservation the Centre has easy access to unsurpassed sites for investigating marine biology. It is ideally located to explore seashore, freshwater and inland habitats. Visits are easily made to the off shore islands of Skomer and Grassholm. Both are National Nature Reserves with spectacular seabird colonies.

The Centre has 140 beds, and each year we welcome over 3000 residential visitors, ranging from KS2 school children, through to GCSE, A level and University groups and individual adults and families who attend our leisure learning courses.

If you would like to find out more information about these two FSC Centres please visit: [www.field-studies-council.org](http://www.field-studies-council.org) and go to learning locations.