



# Welcome to the Field Studies Council (FSC)

## Education Team Leader at Malham Tarn Field Centre, Settle, North Yorkshire

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 **Education Team Leader** vacancy:

- Job Description and Person Specification
- Summary of the main Terms and Conditions for the post
- Information about FSC and Malham Tarn 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 the relevant application form 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 SY4 1HW

**The closing date for receipt of your completed application form is 12 noon on Monday 6<sup>th</sup> November 2017**

Interviews are scheduled to take place at Malham Tarn Field Centre on Wednesday 15<sup>th</sup> November 2017

If you have any queries regarding this vacancy please call Jim Wright on 01729 830331. We look forward to receiving your application in due course.

Jim Wright  
**Head of Learning Location**

# JOB DESCRIPTION

<b>Job Title:</b>	<b>Education Team Leader</b>
<b>FSC Grade:</b>	Senior Team Leader
<b>Based at:</b>	Malham Tarn Field Centre
<b>Reports to:</b>	Head of Centre
<b>Responsible for:</b>	The management of all aspects of the Education team

## Overall Job purpose:

This role primarily involves leading the education team to develop, plan and deliver 'out-of-classroom learning' activities to a wide ranging audience; engaging and enthusing students and assisting 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. The post holder will be responsible for management of all aspects of the Education team, bringing together the staff to promote excellence across a spectrum of activities.

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

- Contributing to the leadership of the learning location as a member of the Senior Management Team
- Working with the Senior Management Team to oversee the day-to-day operation of the learning location in the absence of the Head of Learning Location
- Working together with the Head of Centre to increase occupancy and length of season
- Lead developments and improvements for education provision indicated in the 2015 FSC Quality Badge Plus report
- Carrying out line management of the education team, providing support and advice through induction, training, teaching observation & personal review. This will involve day-to-day management of the education team at the learning location
- Leading FSC Health & Safety systems for educational aspects of the learning location

### Teaching

- Leading the development and delivery of out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups
  - 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
- Setting a high standard of customer service – meeting and greeting visiting staff, welcome talks, etc and ensuring that these are delivered effectively
- Ensuring that - where appropriate - programmes have relevance to the National Curriculum for England and Wales and awarding body specifications
- Incorporating opportunities for the development of key skills within 'out-of-classroom' activities
- Liaising with accompanying staff to ensure programmes meet their requirements
- Ensuring that education staff are involved in wider education initiatives e.g. advisory groups, trainee tutor scheme, new initiatives promoted by Head Office e.g. IB and relevant local initiatives

- Ensuring that the education team complies with all relevant legislation / FSC Operating Code of Practice (OCoPs)

### **Resource & Project Development**

- Leading administration, support & maintenance of resources, lesson plans and schemes of work for the education team
- To take a lead in the organisation of the biennial Research Seminar
- To contribute to the annual Weather and Wildlife Report.

### **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 duties - 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 to 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 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)
- 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

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: EDUCATION TEAM LEADER</b>	<b>Learning Location: MALHAM TARN 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, Environmental Science, Ecology or closely allied discipline	✓		Application/Interview
5 years+ relevant work experience	✓		Application/Interview
2 years+ experience of successfully managing staff	✓		Application/Interview
Experience of developing and delivering fieldwork at a variety of levels including Key Stage 2, GCSE and A-level Geography	✓		Application/Interview
Experience of the production and preparation of new teaching days, resources, schemes of work, activities and lesson plans that meet curricular requirements	✓		Application/Interview
Experience of writing and undertaking risk assessments	✓		Application/Interview
Full valid Driving Licence	✓		Application
Teaching Qualification (PGCE, BEd or equivalent)		✓	Application
Management qualification		✓	Application
Experience of using IT effectively in education, including interactive whiteboards, GIS presentation software and spreadsheets e.g. Excel		✓	Application/Interview
Budget management experience		✓	Application/Interview
Full D1 entitlement with minibus driving experience / certification		✓	Application
First Aid Certificate		✓	Application/Interview
<b>2. KNOWLEDGE</b>			
Extensive knowledge of the National Curriculum for England and Wales and (where appropriate) awarding body Specifications		✓	Application/Interview
Specialism in Geography		✓	Application/Interview
<b>3. SKILLS</b>			
Ability to effectively lead your team and motivate them to achieve high results	✓		Application/Interview
Ability to respond to curriculum changes or awarding body requirements and lead the learning location through any future curriculum initiatives	✓		Application/Interview
Ability to undertake observation and critical review of team member's 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
Committed and proactive approach to personal development, motivated to learn new skills and seek new challenges, and to motivate others to do the same	✓		Application/Interview
Demonstrable time management and prioritisation skills	✓		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: Senior Team Leader.

FSC Salary Grade: Scale Points 19 – 22, currently £27,914 - £31,854 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. 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. A uniform is provided by the FSC.

If resident at the centre 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. 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.

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 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 852134.

**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 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 Malham Tarn**

Malham Tarn Field Centre has a deserved reputation for the delivery of high quality field courses in geography and biology across the age range. The Centre is located in the South of the Yorkshire Dales National Park in an area of stunning limestone landscape. The Centre works with local schools, the Yorkshire Dales National Park Authority, the National Trust and Natural England in a range of partnerships.

The Field Studies Council strives to invest in training and development which will create the environment for staff to maximise their potential in taking FSC forward. Looking after our customers is of paramount importance and the Office, Kitchen, Household 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 24 staff at the Centre, with about half living locally in the Settle area. All other staff are residential and live in shared cottages situated 800m from the main Centre buildings.