

Welcome to the Field Studies Council (FSC)



Education Team Leader with FSC Pembrokeshire

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 FSC Pembrokeshire (also visit 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

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 **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 Monday 19th March 2018

Interviews are scheduled to take place on Thursday 29th March 2018

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

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

Chris Millican
Head of FSC Pembrokeshire

JOB DESCRIPTION

Job Title:	Education Team Leader
FSC Grade:	Senior Team Leader
Based at:	FSC Pembrokeshire
Reports to:	Head of FSC Pembrokeshire
Responsible for:	The management and administration of all aspects of the Education Teams across our Pembrokeshire residential Centres

Overall Job purpose:

This role primarily involves management of all aspects of the Education team, bringing together staff across Pembrokeshire to promote excellence across a spectrum of activities. 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.

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.

It is envisaged that during the core season (March to October) the post holder will split their time evenly between FSC Dale Fort and FSC Orielton. During the winter season (November to February) the post holder will be based at FSC Orielton.

Key Responsibilities:

Management

- Contributing to the leadership of the FSC Pembrokeshire centres as a member of the Senior Management Team
- Working with other members of the Senior Management team to increase occupancy and length of season
- 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
- Carrying out line management of the education team, providing support and advice through induction, training, teaching observation & personal review
- Proactively managing the time of education team members to ensure that all work is carried out efficiently and effectively
- Evaluating the work of the education team and identifying areas for improvement as necessary; leading the QB+ process for the learning location
- 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)
- Leading FSC Health & Safety systems for educational aspects of the learning location
- Setting a high standard of customer service – meeting and greeting visiting staff, welcome talks, etc and ensuring that these are delivered effectively

Teaching

- Leading the development and actively engaged in the 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
- 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

Resource & Project Development

- Co-ordinating and managing records regarding training for all staff in FSC Pembrokeshire
- 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 Dale Fort Marine Research Symposium

General:

- Due to the remote nature of FSC Pembrokeshire Centres they cannot always be accessed by public transport and we therefore require the post holder to be able to drive. To drive FSC vehicles 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.
- 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
- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- 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)
- 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: February 2018

PERSON SPECIFICATION

Post Title: EDUCATION TEAM LEADER	Learning Location: FSC Pembrokeshire
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Degree in either Geography, Biology, Environmental Science, Ecology or closely allied discipline	✓		Application
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
2. KNOWLEDGE			
Extensive knowledge of the National Curriculum for England and Wales and (where appropriate) awarding body Specifications		✓	Application/Interview
Specialism in Geography		✓	Application/Interview
Ability to speak Welsh		✓	Application
3. SKILLS			
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
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, actual salary is £27,914- £31,854 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 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 year 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

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

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 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.

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.

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