



## SEASONAL TUTOR

### Various Centres Nationwide (TBC)

FSC wants to create a world where **everyone feels connected to the environment** so they can enjoy the benefits it gives and make choices that help protect it. We offer a range of field studies courses to visiting groups across our centres based all over the UK in stunning locations. For further details [click here](#).

We are looking for enthusiastic Tutors to lead and engage groups of all abilities, with previous knowledge and experience of teaching or tutoring in the great outdoors; to educate about our amazing environment. We're looking for people educated to degree level or equivalent in Science, Geography, Environmental Studies, Maths or a closely allied discipline, also experienced in producing and preparing teaching resources and who can use interactive whiteboards, GIS, presentation software and spreadsheets. You will be working on-site at one of our beautiful locations working with likeminded people who have a great team ethic

<b>Contract Term:</b>	This is a permanent seasonal position to cover the Centre's core season. It is therefore expected that this position will commence in March and end in October/November annually
<b>Pay Range:</b>	FSC Scale Points 11 – 14 £19,539 - £21,104 per annum (pro-rata)
<b>Hours of work:</b>	Notional average of 37.5 hours per week during the core season
<b>Working Pattern:</b>	Flexible shift pattern, which <b>will</b> fluctuate according to business need. Weekend / evening / Bank Holiday working will occasionally be required. The post requires the undertaking of evening and residential duties.
<b>Probationary Period:</b>	Six months.
<b>Post Classification:</b>	Category A - <b>exempt</b> from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
<b>Criminal Records Check:</b>	Enhanced plus Children's barred list check with the Disclosure & Barring Service (DBS)/ PVG Scheme check for regulated work with children with Disclosure Scotland
<b>Benefits Package:</b>	Competitive – please see website for further details
<b>Accommodation:</b>	Residency in staff accommodation is available as an option at some residential centres

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Seasonal Tutor</b>
<b>Grade:</b>	Team Member
<b>Based at:</b>	Location TBC , with the requirement to travel and work at other learning locations within the Region/Group

### 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 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 / National 4/5 and Higher/Advanced Level
  - leading Key-stage 2 & 3 / primary and lower secondary 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 / PGDE, 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 /Curriculum for Excellence and SQA 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
- Undertaking any other duties that may be reasonably required to assist with other teams across the centre/region, and complying with all reasonable directions that may from time to time be given
- You will occasionally be required to travel and work at other nearby locations in the Region/group.

### 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.

The FSC reserves the right to vary these duties, as per the needs of the business.

Date of issue: October 2020

## PERSON SPECIFICATION

<b>Post Title: SENIOR TUTOR</b>	<b>Learning Location: Various FSC Locations TBC</b>
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<b>ESSENTIAL/DESIRABLE FACTORS FOR THE POST</b>	<b>E</b>	<b>D</b>	<b>How is this identified?</b>
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Degree or equivalent in a Science subject, Geography, Environmental Studies, Maths or a 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 / PGDE 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
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 / Curriculum for Excellence & Geography and Biology SQA	✓		Application/Interview
Specialism in Geography / Biology	✓	✓	Application/Interview
Ability to speak Welsh (Where working at a centre based in Wales)		✓	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