

# Welcome to the Field Studies Council (FSC)



## Tutor with FSC Juniper Hall, Dorking, Surrey

This is a Fixed Term position starting on 4<sup>th</sup> March 2019 and ending on 25<sup>th</sup> October 2018.

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 **Tutor** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC, FSC Juniper Hall and FSC East Region/Group (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 Thursday 24<sup>th</sup> January 2019**

Interviews are scheduled to take place in the week commencing Monday 28<sup>th</sup> January 2019

If you have any queries regarding this vacancy please call Simon Waller on 01306 734500. We look forward to receiving your application in due course.

**Simon Ward**  
**Head of Group (East)**

## JOB DESCRIPTION

**Job Title:** Tutor  
**Grade:** Team Member  
**Based at:** FSC Juniper Hall  
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 firsthand 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 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:

#### 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 cross-curricular environmental studies programmes at Key Stages 1,2 and 3
  - informal leisure-learning programmes for adult and family groups
  - supporting other courses eg. 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 (inc. 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, eg. due to sudden changes in weather or other unforeseen circumstances
- You may be required to travel and work at other locations in the East 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 duties - 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 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 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 2018

## PERSON SPECIFICATION

<b>Post Title: TUTOR</b>	<b>Learning Location: FSC JUNIPER HALL</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
Previous experience of teaching/tutoring	✓		Application/Interview Presentation
Previous experience of fieldwork	✓		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/Interview
Experience of delivering at a wide range of levels including GCSE or A-level		✓	Application/Interview
Experience of undertaking risk assessments		✓	Application/Interview
First Aid qualification		✓	Application/Interview
Full valid Driving Licence		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
<b>2. KNOWLEDGE</b>			
Knowledge of National Curriculum & Geography and Biology Specifications	✓		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

## SUMMARY OF MAIN TERMS AND CONDITIONS

### **Contract Term:**

This is fixed term position starting on 4<sup>th</sup> March 2019 and ending on 25<sup>th</sup> October 2019.

### **Remuneration:**

FSC Grade: Team Member

FSC Salary Grade: Scale Points 11 - 14, currently £19,726 - £22,511 per annum (as this is a fixed term position this will be a pro rata of the annual salary).

The point of entry within the salary grade will be dependent upon qualifications and experience. Due to the fixed term nature of the contract the post holder will be appointed to a fixed point salary in the first instance.

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 would 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.

### **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 Juniper Hall**

**Juniper Hall** is set in a quiet wooded valley in an unspoilt area of the chalk North Downs. Juniper Hall, leased from the National Trust, is a superb country house dating from the 17th century. It is about 1km from Box Hill and only 40km from central London. Set in a dry valley at the foot of the Box Hill Estate, the centre runs geography, ecology and environmental studies courses for a diverse customer base including all Key Stages from primary through to A-level, as well as University and PGCE groups. There is also an extensive programme of natural history, art and craft courses for adults and families.

Accommodation for the guests is spread between Juniper Hall itself and Cedars, which is a more recent addition. The centre can accommodate up to 120 people in a mixture of bedrooms and dormitories.

Looking after our customers is of paramount importance and all staff 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 30 staff at the Centre.

Juniper Hall lies halfway between the towns of Dorking and Leatherhead and being just 10 minutes from the M25 J9 has good transport links with London and the South East. Box Hill and Westhumble station is one mile away and has regular trains to London. There is a bus stop outside the centre with buses to Dorking and Kingston.

## **FSC East Region/Group**

**FSC East** is a group of Learning Locations across the South East and Midlands. These include the residential Centres at Flatford Mill, Juniper Hall and Preston Montford. The non-residential sites include Amersham, Bishops Wood, Epping Forest and London. The Learning Locations are diverse covering some stunning rural landscapes and some of the most interesting urban settlements in the UK.