



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Senior Tutor with the Field Studies Council (FSC) at FSC Blencathra Field Centre. Please find enclosed the following information:

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

If you wish to apply for the position please follow this procedure carefully:

1. Download and complete the Application Form for Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms and covering letter should be returned for the attention of:  
Human Resources, Field Studies Council, Preston Montford, Shrewsbury, Shropshire, SY4 1HW.  
Alternatively you can email your application to: [hr@field-studies-council.org](mailto:hr@field-studies-council.org)

The closing date for receipt of your completed application is 12 noon on Friday 24<sup>th</sup> February 2012

Interviews are scheduled to take place on Friday 2<sup>nd</sup> March 2012 at Blencathra Field Centre.

For an informal discussion regarding this vacancy please call Tim Foster (Head of Centre) at Blencathra Field Centre on 01768 779601. We look forward to receiving your application in due course.

Claire Fowler  
**Director of Operations**

# JOB DESCRIPTION



**Job Title:** SENIOR TUTOR  
**Grade:** Team Leader  
**Based at:** FSC Blencathra  
**Reports to:** Assistant Head of Centre as part of the Education Team

## Overall Job purpose:

The Senior Tutor will 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 including Advanced level and also make a wide-ranging contribution to the work of this busy Centre in a leadership role.

The Core Values that we regard as essential for every member of staff include; a passion to deliver the highest standards of customer care, honesty and openness, an ability to work safely, a desire to show pride in all aspects of their work, a flexible approach with a willingness to adapt to changes within the learning location and have a commitment to inspiring environmental understanding through first-hand experience.

## Key Responsibilities:

- Develop and deliver out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups
- Ability to manage groups outdoors in an outdoor learning location e.g. off-site locations, ensuring the health and safety of the group at all times including carrying safety sacks
- Ensure that - where appropriate - programmes have relevance to the National Curriculum for England and awarding body Specifications
- Incorporate opportunities for the development of key skills within 'out-of-classroom' activities
- Effectively integrate ICT into pre-planned activities
- Respond to the needs of the group by changing the pace and style of delivery as appropriate
- Provide effective leadership in relation to all or some of the following areas:  
Personnel Co-ordinator & volunteer management; Health & Safety; Compliance; Systems & procedures;  
Course & Resource Development; Physical Resources; Science
- Ensure all resources are prepared and available for activities
- Produce plans for activities, identifying appropriate learning outcomes
- Liaise with accompanying staff to ensure programmes meet their requirements
- Deliver activities in a safe, effective and engaging manner
- Carry out induction, coaching, competency sign-off and providing support and guidance for team members as appropriate
- Carry out personal development reviews with team members in line with FSC procedures
- Provide team management as appropriate including weekly and monthly forward planning
- Manage resource expenditure as appropriate
- Comply with all relevant legislation/ FSC Operating Codes of Practice
- Contribute to the positive environmental performance of the Centre
- Undertake the role of Duty Supervisor, as appropriate
- Fulfilling your obligations under the FSC Behaviour Partnership
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- Deputise for the Assistant Head of Centre
- Any other duties that may reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

## PERSON SPECIFICATION

Post Title: SENIOR TUTOR	Learning Location: BLENCATHRA		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS</b>			
Have a degree in either Biology, Geography, Environmental Science, Ecology or closely allied discipline	✓		Application/Interview
PGCE or equivalent		✓	Application/Interview
First Aid Certificate		✓	Application/Interview
<b>2. EXPERIENCE, KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
Previous experience of teaching (minimum 1 year)	✓		Application/Interview/ Presentation
3 years+ of relevant work experience to include some management experience	✓		Application/Interview
Budget management experience	✓		Application/Interview
Previous line management / leadership experience	✓		Application/Interview
Previous experience of leading learning activities outdoors	✓		Application/Interview
Previous experience of the production and preparation of teaching resources	✓		Application/Interview/ Presentation
Enthusiasm for the subject you are teaching, the outdoors, and helping others learn about the environment	✓		Application/Interview/ Presentation
Knowledge of the National Curriculum for England and Wales and (where appropriate) awarding-body Specifications	✓		Application/Interview/ Presentation
Previous experience of working with non formal education groups e.g. youth groups or family learning groups		✓	Application/Interview
Experience of delivering at a wide range of levels including AS/A2 ,Key Stage 2 and/or Key Stage 3		✓	Application/Interview
Experience of undertaking risk assessments		✓	Application/Interview
Experience of using interactive whiteboards, GiS, presentation software and spreadsheets eg Excel		✓	Application/Interview
<b>3. PERSONAL QUALITIES</b>			
Ability to work using own initiative and as a competent and effective team leader	✓		Application/Interview
Excellent communication skills, sensitive to the needs of others	✓		Application/Interview
Demonstrable personal time management and prioritisation skills	✓		Application/Interview
Passion to deliver the highest standards of service and customer care	✓		Interview
Commitment to improving the FSC's environmental performance	✓		Application/Interview
Committed and proactive approach to personal development, motivated to learn new skills and overcome new challenges	✓		Interview
<b>4. OTHER CIRCUMSTANCES</b>			
Full Driving Licence	✓		Application
Minibus driving experience /certification		✓	Application

# SUMMARY OF MAIN TERMS AND CONDITIONS

**Contract Term:**

This is a permanent post.

**Remuneration:**

FSC Management Grade: Team Leader

FSC Salary Grade: scale points 14 - 17, currently £20,165 - £23,011 p.a.

The point of entry within the grade will be dependent upon qualifications and experience. Subject to satisfactory performance and an individual review, the post-holder will have the opportunity to access up to 3 further incremental points within the grade. The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually in line with inflation.

If resident at the centre a deduction of 11.3% is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. Meals will only be provided during the course of your duties. Meals are not included on days off and holidays.

**Hours of work:**

This post is based on a 40-hour week, variable as per the needs of the FSC. Weekend and evening work will be required. Evening activities and duties form an integral part of the post. There may also be the requirement to attend courses and conferences at other FSC locations as required.

**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 (pro rata for part time).

**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.

**Probationary Period:**

This post has a six month probationary period, during which your suitability for the post will be assessed.

**Post Classification:**

Category A (as defined in the FSC Code of Conduct)

**Level of CRB Disclosure Required:**

Enhanced

**Date of issue:** February 2012

# Field Studies Council

## BACKGROUND INFORMATION

For over 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the environment for people of all ages. We aim to provide 'inspiring environmental understanding through first-hand experience' to a growing number of learners with as few barriers as possible.

The Charity has an extensive network of established learning locations sited throughout the UK and an increasing number of outreach locations. We provide residential and non-residential field based courses supported by distance learning resources through our busy publications unit and on the Charity's website.

FSC's main area of activity is working with schools, providing Geography, Science and other courses to complement all stages of the Curriculum. University courses at all levels are also a major part of the Charity's work. In addition, FSC provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups and professional training courses for teachers and those involved in the environment. 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) and family activity holidays are also offered.

FSC believes in the benefits of working in partnerships and these exist at all levels from strategic to local. This includes all areas of our work and extends to a range of international partners as well as those based in the UK.

The Charity's values are about focusing on the needs of the learners; delivering safely what we say we will do; being committed to continuous improvement and having an FSC wide perspective. These are achievable because FSC staff 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 further information visit our website [www.field-studies-council.org](http://www.field-studies-council.org)

## FSC Blencathra

Blencathra Field Centre is situated in the North of the Lake District with panoramic views of England's grandest National Park. Immediately to the north of the Centre is Skiddaw Forest which, along with the Centre Grounds and Greta Valley, provides a focus for much of the fieldwork undertaken. The Centre is operated in partnership with the Lake District National Park. Blencathra is a diverse Centre having a large number of taught and independent courses, as well as self-catering facilities for fully independent groups and holiday cottages. The Centre is open year round and mainly has courses of less than four nights with frequent changeover date through a week.

Looking after our customers is of paramount importance and the Administrative, Domestic, Catering, Maintenance 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 currently 24 staff at the Centre, with over half living residentially taking advantage of the spectacular outdoor activities.

If you would like to find out more information about FSC Blencathra please visit:  
[www.field-studies-council.org/blencathra/](http://www.field-studies-council.org/blencathra/)