



Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Tutor with the Field Studies Council Blencathra. Please find enclosed the following information:

1. Information about the FSC and Blencathra Field Centre
(Please also visit: www.field-studies-council.org/blencathra)
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

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

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

If you have any queries regarding this vacancy please call Tim Foster on 017687 79601. We look forward to receiving your application in due course.

Claire Fowler
Director of Operations

JOB DESCRIPTION

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



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'. This is an active role and 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 of a busy residential education centre.

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 including:
 - Leading specification-based programmes in biology at Key-stage 4 and A/AS level in biology
 - Leading cross-curricular environmental studies programmes at Key Stages 2 and 3
 - Key-stage 3 programmes incorporating environmental, conservation and adventurous activities
 - Specification-led programmes at Key-stage 4 and A/AS level in geography
 - informal leisure-learning programmes for adult and family groups
 - supporting other courses eg. university groups, PGCE etc
- 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 Wales and Awarding Body Specifications
- Effectively integrate ICT into pre-planned activities (GIS, Excel, Smartboards and PowerPoints)
- Ensure all resources (inc shared resources) are prepared and available for the activity
- Produce plans for activities, identifying appropriate learning outcomes and liaise with accompanying staff to ensure programmes meet their requirements
- Identify individual learning needs and plan and adapt courses to meet the needs of learners and respond to the needs of the group by changing the pace and/or style of delivery as appropriate
- Contribute fully to the development of new teaching activities, including taking a lead role within some areas and effectively share and communicate ideas within the teaching team
- Deliver 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
- Comply with all relevant legislation / FSC Operating Codes of Practice
- Take an active role in the centre's overnight duty and on-call system
- Contribute to the positive environmental performance of the centre
- Fulfil your obligations under the FSC Behaviour Partnership
- Ensure the highest standards of quality are achieved in all duties carried out
- Work closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- 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: TUTOR		Learning Location: BLENCATHRA	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
Have a degree in either Biology, Ecology, Environmental Science or closely allied discipline	✓		Application/Interview
PGCE or teacher training (such as the FSC Trainee tutor course)		✓	Application/Interview
First Aid at Work Certificate		✓	Application/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
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
Have an enthusiasm for the subject you are teaching, the outdoors, and helping others learn about the environment	✓		Application/Interview /Presentation
Knowledge of National Curriculum & Geography and Biology Specifications	✓		Application/Interview
Specialism in Biology, Environmental Science or Ecology	✓		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
Experience of using interactive whiteboards, GIS, presentation software and spreadsheets eg Excel		✓	Application/Interview
3. PERSONAL QUALITIES			
Passion to deliver the highest standards of service and customer care	✓		Interview
Be able to work using own initiative and as a competent and effective team member and independently	✓		Application/Interview
Demonstrable personal time management and prioritisation skills	✓		Interview
Committed and proactive approach to personal development, motivated to learn new skills and overcome new challenges	✓		Interview
Excellent communication skills, sensitive to the needs of others	✓		Application/Interview
4. OTHER CIRCUMSTANCES			
Full Driving Licence	✓		Application
Minibus driving experience /certification		✓	Application

Date: February 2012

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a permanent post.

Remuneration:

FSC Grade: Team Member

FSC Salary Grade: scale points 10 - 13, currently £16,909 - £19,296 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.

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.

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

THE 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

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/