

Welcome to the Field Studies Council

Senior Tutor (Team Leader) with Field Studies Council Juniper Hall, Mickleham, Dorking, Surrey, RH5 6DA

Accommodation available (on a chargeable basis)

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 Field Studies Council 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. Field Studies Council 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 **Senior Tutor (Team Leader)** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- For information about Field Studies Council please visit www.field-studies-council.org

The closing date for receipt of your completed application is 11.59pm on 27th November 2024

We reserve the right to close the vacancy early if we're in receipt of sufficient applications. Please apply early to avoid disappointment.

Interviews are scheduled to take place at Field Studies Council Juniper Hall on 3rd December 2024

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please call Oli Rogers (Education Team Leader) on 01306 734501.

We look forward to receiving your application.

Sarah Wyper
Residential Centre Manager

Job Description

Job Title:	Senior Tutor
Grade:	Team Leader
Based at:	Field Studies Council Juniper Hall with the requirement to occasionally work at other learning locations within the Region/Group
Reports to:	Education Team Leader as part of the Education Team This post holds line management responsibility for junior Education team members

Job purpose:

The Senior Tutor will develop, plan, and deliver 'out-of-classroom learning' activities to a wide-ranging audience; engaging and enthusing students to assist Field Studies Council achieve its vision to inspire everyone to be curious, knowledgeable, passionate, and caring about our environment. The post holder will be expected to lead groups of all abilities in the outdoor environment with the ability to provide an appropriate standard of care for our learners, and also make a wide-ranging contribution to the work of this busy learning location in a leadership role.

This is 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 teaching equipment and safety sacks.

Key Responsibilities:

Management

- Working under the direction of the Education Team Leader to provide team management as appropriate, including weekly and monthly forward planning, and leading daily briefings and team meetings
- Carrying out direct line management of some junior members of the education team (e.g., Trainee Tutors), including carrying out personal development reviews in line with Field Studies Council procedures
- Organising and carrying out induction, coaching, competency sign-off and providing support and guidance for team members as appropriate
- Providing effective leadership in relation to all or some of the following areas:
 - Health & Safety;
 - Compliance;
 - Systems & procedures;
 - Physical Resources
 - Science or Geography Teaching
- Deputising for the Education Team Leader in their absence

Teaching

- Delivering activities in a safe, effective, and engaging manner, responding to the needs of the group by changing the pace and style of delivery as appropriate
- Setting a high standard of customer service – meeting and greeting visiting staff, welcome talks, etc and ensuring that these are delivered effectively
- Demonstrating teaching excellence in their own course delivery and setting benchmark standards for the team in teaching and learning styles and strategies - acting as a mentor to other team members
- Ensuring that - where appropriate - programmes have relevance to the National Curriculum for England

and Wales and awarding body Specifications

- Liaising with accompanying staff to ensure programmes meet their requirements
- Effectively integrating ICT into pre-planned activities
- Incorporating opportunities for the development of key skills within 'out-of-classroom' activities
- You will occasionally be required to travel and work at other nearby locations in the South Region/Group.

Resource & Project Development

- Ensuring all resources are prepared and available for activities, producing plans for activities and identifying appropriate learning outcomes
- Working under the direction of the Education Team Leader to develop resources to support out-of-classroom learning experiences to a wide-ranging audience of formal and informal educational groups including:
 - 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
- Supporting the Education Team Leader in the administration, support & maintenance of resources, lesson plans and schemes of work for the education team
- Managing resource expenditure as delegated

General

- Complying with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Field Studies Council Health and Safety Handbook and Field Studies Council procedures
- Taking an active role in the learning location's duty system - 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 for other duty staff
- 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 Field Studies Council policies
- Fulfilling your obligations under Field Studies Council's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as Field Studies Council 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
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location
- 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

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 Field Studies Council'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 Field Studies Council reserves the right to vary these duties, as per the needs of the business.

Date of issue: November 2024

Person Specification

Title: Senior Tutor (Team Leader)	Learning Location: Field Studies Council Juniper Hall
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Essential/Desirable Factors	E	D	How is this identified?
1. Qualifications & Experience			
Degree or equivalent in a Science subject, Geography, Maths or Environmental Studies, or closely allied discipline	✓		Application
3 years+ of relevant work experience to include some management experience	✓		Application/Interview
1 year+ experience of developing and delivering fieldwork at a variety of levels including AS/A2, Key Stage 2 and / or Key Stage 3	✓		Application/Interview
Previous experience of teaching / tutoring	✓		Application/Interview/Presentation
Previous experience of fieldwork / leading 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
Experience of writing and undertaking risk assessments	✓		Application/Interview
Teaching Qualification (PGCE, BEd or equivalent)		✓	Application
Management qualification		✓	Application
Budget management experience		✓	Application/Interview
Full valid Driving Licence		✓	Application
First Aid qualification		✓	Application
2. Knowledge			
Knowledge of the National Curriculum and the ability to respond to curriculum changes or awarding body requirements and be a key person in leading the learning location through any future curriculum initiatives	✓		Application/Interview
Specialism in Geography or Biology		✓	Application/Interview
3. Skills			
Ability to effectively lead your team and motivate them to achieve high results	✓		Application/Interview
Ability to undertake observation and critical review of team members' delivery to ensure compliance with Field Studies Council systems	✓		Application/Interview
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

Summary of Main Terms and Conditions

Contract Term:

This is a permanent position.

Remuneration:

Grade: Team Leader

Salary Grade: Scale Points 15 - 18, actual salary is £27,737 - £29,655 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.

It may be possible to be resident on site. If resident, a deduction equivalent to 20% of the full-time equivalent salary is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. If resident, food will be provided during the course of your duties only. Food is not included on days off and holidays.

Workwear is provided by the Field Studies Council.

Hours of work:

The post is based on a notional average of 37.5 hours per week, this will equate to a total of 1950 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 you 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. You will be required to undertake evening and residential duties. The working pattern can be discussed with you at the interview.

There is an expectation that you will occasionally have to travel to other Field Studies Council locations or meeting venues within the UK. Where this is required, this would be agreed in advance and appropriate notice would be given.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equating to 28 days (excluding Bank Holidays) during a complete holiday year. Part time and seasonal workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

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 2 additional days paid leave (pro rata for part time and seasonal workers).

Pension:

You will be eligible to join one of Field Studies Council's Pension Schemes.

Sickness:

During periods of certified sickness, you will be eligible to receive sick pay in accordance with Field Studies Council's sickness absence procedures. The payment of sick pay is subject to compliance with Field Studies Council's rules for the notification and verification of sickness absence, details of which will be provided to you upon commencement of employment.

Additional Employee Benefits:

These include Life Assurance*, a Health Cash Plan with Westfield Health* and a 24hr Counselling Helpline Service (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at Field Studies Council 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 Field Studies Council Code of Conduct) which means it is **exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will therefore be required to disclose any convictions, cautions, reprimands, or final warnings which are NOT protected as defined under the Act, and to undertake an **Enhanced plus Children's barred list check** with the Disclosure & Barring Service (DBS).