

Welcome to the Field Studies Council

Trainee Tutor Apprenticeship (Graduate Development Programme)

Accommodation available (subject to availability).

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. A Trainee Tutor with Field Studies Council is 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 is 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.

The programme is designed to equip graduates with the skills and attributes explained in this pack, enabling further time to be devoted to building experience through the delivery of courses to an increasingly wide range of audiences whilst also working towards a nationally recognised Level 3 Outdoor Activity Instructor Apprenticeship qualification.

Included in this pack you will find:

- Programme Description and Person Specification
- Summary of the main terms and conditions for the programme
- 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 26 May 2024 .

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

An interview assessment is scheduled to take place on 9 and 10 June 2024 at Field Studies Council Preston Montford in Shrewsbury, Shropshire.

We will need you to arrive for 4pm on Sunday 9th June. Overnight accommodation will be provided free of charge. *If you are unable to attend our interview assessment, we may be also able to accommodate an online interview, so please still submit your application if interested.*

Shortlisted applicants will be contacted by email.

If you have any queries regarding this programme, please contact Becky Langman (Trainee Tutor Coordinator) via email at b.langman@field-studies-council.org.

We look forward to receiving your application.

Andy Pratt

Director of Education & Operations

Field Studies Council is a limited company No. 412621 and a Charity, registered in England and Wales No. 313364 and registered in Scotland, No. SC039870. Registered Office: Preston Montford, Shrewsbury, Shropshire, SY4 1HW

Graduate Development Programme Description

Title: Trainee Tutor

Based at: Each Trainee Tutor will be based at a Field Studies Council centre in England

The current locations involved in the programme are listed below, but subject to change;

- Blencathra (Lake District)
- Juniper Hall (Surrey)
- Nettlecombe Court (Somerset)
- Preston Montford (Shropshire)
- Slapton Ley (South Devon)

The programme will involve on and off the job training, professional development, and assessment, and it is currently anticipated that the programme will be as follows:

- 10 days Induction and Safety Training
- Level 3 Award Learning in Beyond the Classroom
- Level 3 Award in Outdoor First Aid
- Level 3 Qualification in Lowland Walk Leadership

Following this initial intensive training period each Trainee Tutor will be placed at a Field Studies Council Learning Location. There will also be the requirement for all Trainee Tutors to come back together on specific dates 4 times a year for face-to-face training in order to attend direct taught sessions with the Apprenticeship Training Provider (accommodation and reasonable travel expenses will be provided for).

Additional training may include: relevant on the job training, GIS and ESRI ArcGIS Online training.

This is essentially an active role and will require the individual to be able to carry out duties associated with effectively managing groups in outdoor learning locations, which may be remote, whilst always ensuring the health and safety of the group, including carrying safety sacks.

As a Field Studies Council Trainee Tutor you will:

- Study towards a Level 3 Outdoor Activity Instructor Apprenticeship with a recognised Apprenticeship Training Provider
- Gain valuable experience of:
 - Delivering active outdoor learning in a variety of environments, weather conditions and terrain
 - Delivering standard courses to visiting primary and secondary groups
 - Supporting teaching staff in course delivery, involving welcoming groups and preparing classrooms, resources, equipment and IT
 - Supporting in the delivery of community and outreach activities and events
 - Being part of the Field Studies Council duty system that provides 24-hour cover

Key Responsibilities:

- Working with the education team to prepare for and deliver high quality learning and activity experiences to our customers. This will include:
 - Recognising and planning for the educational and physical needs of the group
 - Producing a plan for the activity, identifying appropriate learning outcomes and agreeing them with a senior member of education staff
 - Ensuring appropriate resources and materials are in place for the activity to be undertaken and the needs of the group, e.g. sites, workrooms, transport, equipment
 - With support, delivering from KS1 to A-Level outdoor environmental learning sessions
 - Introducing activities in an effective, safe and engaging way

- Organising effectively the gathering of information in the field and collation and processing of information both on site and later at the learning location
- Reviewing the learning outcomes with the group
- Integrating ICT into the activity as appropriate
- Establishing a good working relationship with the group
- Assisting with the maintenance, preparation, organisation and issuing of educational resources and equipment
- Ensuring equipment stores, workrooms and classrooms are ready, clean and safe for use
- Undertaking self-review of activities undertaken and responding appropriately to and learning from feedback received from colleagues and visiting groups
- Completing the apprenticeship training programme, including compiling a portfolio of evidence against the apprenticeship standard, undertaking ongoing assessment throughout the scheme and an end-point assessment to complete the apprenticeship
- Undertaking other routine location tasks: this could include showing in new arrivals; serving in the shop and bar; collecting or delivering people or materials in learning location vehicles;-issuing and maintaining waterproofs and wellies; managing the library; checking first aid kits and safety rucksacks; carrying out safety audits; maintaining student amenities; and servicing independent groups to ensure they have everything they need to run their own courses.

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 each 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 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

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: May 2024

Person Specification

Title: Trainee Tutor (Graduate Development Programme)

Essential/Desirable Factors	E	D	How is this identified?
1. Qualifications & Experience			
Degree or equivalent in a Science subject, Geography or Environmental Studies, or closely allied discipline	✓		Application
Previous experience of and enthusiasm for being in the outdoor environment	✓		Application / Assessment
Experience of working with people of a range of ages		✓	Application / Assessment
Previous or current involvement in conservation or other environmental activities		✓	Application
Enthusiasm / interest in helping others interpret and enjoy landscapes and habitats	✓		Assessment
Experience of using and maintaining scientific fieldwork equipment		✓	Application
Full valid Driving Licence		✓	Application
2. Knowledge			
Ability to use standard office software to effectively support learning, including the use of social media and SMART technology	✓		Application / Assessment
An understanding of the principles of risk assessment		✓	Application / Assessment
3. Skills			
Ability to focus and stay on task in a busy environment when working alone or as part of a team	✓		Application / Assessment
Excellent communication skills, sensitive to the needs of others	✓		Application / Assessment
Committed and proactive approach to personal development, motivated to learn new skills and seek new challenges	✓		Assessment
Ability to apply learning to improve work practices	✓		Application / Assessment
Ability to enable participation of all learners		✓	Application / Assessment
Innovator, self-starter who shows personal initiative	✓		Assessment
Ability to prioritise effectively and manage personal time	✓		Assessment
A genuine commitment to customer care for customers of all ages and backgrounds	✓		Assessment
Enthusiasm and respect for the outdoor environment and sustainability	✓		Application / Assessment

Summary Of Main Terms and Conditions

Contract Term:

This is a fixed term Graduate Development Programme for 14 months, to commence 12th August 2024 and finish 11th October 2025.

Eligibility:

This programme is only available to individuals who meet the prescribed funding criteria for the apprenticeship standard as set by the apprenticeship regulations. Eligibility will be assessed as part of the recruitment process and Field Studies Council will be unable to progress any application where it is deemed that the applicant is ineligible for funding. Please note we can only accept applications from candidates with an English postcode.

Remuneration:

Salary Grade: Scale Point 4, actual salary is currently £22,308 per annum.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Hours of work:

This post is based on a notional average of 37.5 working 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 which means that the post holder may be required to work more hours during busy periods and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required. Evening and residential duties will form an integral part of the post when based at a residential learning location.

Location of post:

This post will be based according to business need at a minimum of one of Field Studies Council's Learning Locations in the UK. There may be a need to move between locations during the contract as business needs change and in order to meet the requirements of the Apprenticeship Scheme. Details will be supplied at interview.

There will also be the requirement to attend specified training, courses and conferences at other Field Studies Council locations and with the Apprenticeship Training Provider throughout the duration of the scheme. Where this is required, advance notice will be given and accommodation and reasonable travel expenses will be provided for, as appropriate.

Accommodation:

It may be possible to be resident on site. If resident, a deduction equivalent to 16.2% 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 at a residential Learning Location, food will be provided during the course of your duties only. Food is not included on days off and holidays, or during periods when the Learning Location kitchen is not operating. If resident at a day centre, food is not included.

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.

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).

Information about our participating Learning Locations

Location	Customer mix	Typical courses
Blencathra (Lake District)	Mainly residential Primary: 5% Secondary: 21% Tertiary: 61% Other: 13%	<p>Based in the Lake District National Park gives us great scope for all our courses, which are predominantly geography A-level. We do fieldwork on glaciation, water and carbon cycles, place studies in our local town, and at the coast.</p> <p>We have an increasing number of GCSE geography and A level biology groups and have primary cross-curricular, geology, PGCE, and holiday programmes which keep our work varied.</p> <p>Geography A-level- Glaciation, water and carbon cycle, place studies GCSE Geography- place study, fieldwork techniques A-level Biology Primary- cross curricular activities</p>
Juniper Hall (Surrey)	Mixed day and residential Primary: 28% Secondary: 36% Tertiary: 33% Other: 3%	<p>Based in and around the Surrey Hills in an Area of Outstanding Natural Beauty where many amazing rivers, deciduous woodlands and grasslands can be found on our doorstep. This enables us to teach a wide range of disciplines to a variety of age groups.</p> <p>KS2- experiences in habitat exploration, bushcraft skills, team building and more. GCSE Geography - residential and day visits predominately focusing on their urban and physical fieldwork requirements, exploring our local towns of Dorking and Leatherhead along with our beautiful river Tillingbourne. A-Level Geography - human and physical skills session, collecting NEA data. A-Level Biology- woodlands, freshwater and grasslands of Box Hill. Alongside all of that we offer several family courses spread throughout the year as well as teacher training events.</p>
Nettlecombe Court (Somerset)	Mainly residential Primary: 5% Secondary: 23% Tertiary: 65% Other: 7%	<p>Based on the edge of Exmoor National Park with access to a heritage parkland, an ancient woodland (Site of Special Scientific Interest) and excellent access to the Somerset coast, we offer a range of courses to different ages.</p> <p>A-level Geography (predominantly)- NEA (coursework), Coasts, Place, Water, Carbon. A-Level Biology- Terrestrial, Freshwater, Rocky shore, Moorland, Sand dunes, Mammal trapping GCSE Geography- Coasts, Rivers, Urban Primary – small amounts throughout the year Other activities: Campfire, Den building, mammal trapping, conservation activities through DofE courses, Environmental Science courses, Undergraduate ecology.</p>

Preston Montford (Shropshire)	Mainly residential Primary: 24% Secondary: 34% Tertiary: 29% Other: 13%	<p>Based in the heart of Shropshire on the banks of the iver Severn, enables us to teach a wide range of groups. Our venues include Carding Mill Valley, the stunning Shropshire Hills and the local market towns of Shrewsbury and Telford. The majority of groups are residential, but we also have day courses.</p> <p>GCSE Geography - rivers / urban studies A-Level Geography - water / carbon /place A-Level Biology - succession / freshwater ecology / biodiversity KS2 - pond dipping, bushcraft, nature studies, the Ironbridge museums and team building. University groups - zoology, civil engineering and tropical medicine and run courses for trainee teachers.</p>
Slapton Ley (South Devon)	Mainly residential Primary: 8% Secondary: 17% Tertiary: 68% Other: 7%	<p>Based on the coastline of South Devon surrounded by the National Nature reserve gives us many opportunities teach a wide variety of courses. We manage our own National Nature Reserve which provides a variety of habitats on our doorstep including ancient woodland, freshwater lake, and shingle ridge.</p> <p>A-level Geography (predominately)- urban (Plymouth), Rural (Totnes), Coasts A-level Biology – succession, woodland, rocky shore, freshwater GCSE Geography- Rural, urban, rivers, coasts Primary- habitats, bushcraft, plants, WWII</p> <p>We also run lots of public engagement events on the reserve and youth and family courses, including geology, conservation and marine science camps.</p>