

Vacancy for a Field Studies Tutor (Geography Specialism)

You are invited to apply for the above post and join the Education Team at this Field Studies Centre. All employees at the Cranedale Centre work towards one simple aim – to strive to deliver a first class, high quality residential experience for all our students.

You will find below all the relevant information relating to the post of Field Studies Tutor.

1. Job Description and Main Terms of Employment
2. Person Specification

Application:

Please download the **Application Form for Educational Posts** from the Tutors/Recruitment section of the website.

When completing your Application Form please ensure you have provided clear evidence that you have the skills, knowledge and experience required as detailed in the Job Description and Person Specification.

Please use the Personal Statement section of the Application Form to expand on your reasons for applying for the above post and provide a little detail of your experiences to date. It would also be most useful if you could indicate whether you would be available for interview on the date below if shortlisted.

Please visit our website www.cranedale.com and familiarise yourself with the work of the Centre before completing your application form. Please mention any other information which you feel might be of interest to us.

The closing date for receipt of your application is: 5pm Tuesday 4th September 2018. Interviews will take place on Wednesday 12th September 2018. Short listed applicants will be contacted by telephone and/or email.

Return your completed Application Form to:

The Administrator, Cranedale Centre, Kirby Grindalythe, Malton, North Yorkshire YO17 8DB or email to cranedaleadministration@cranedale.com

As a charity, Cranedale Educational Charitable Trust Ltd endeavours to keep its administrative costs to a minimum and therefore we will only contact you further if we wish to shortlist you for interview. If you have not heard from us by **Friday 7th September 2018** you should assume that your application has been unsuccessful. If this should be the situation then I sincerely thank you for your interest in our organisation and I wish you every success with your search for employment in the outdoor education sector.

Job Description and Main Terms of employment

Post: FIELD STUDIES TUTOR (Geography Specialism)

The post of Field Studies Tutor at Cranedale Centre is an ideal career opportunity for an established teacher who is presently employed in a school or a newly qualified teacher with a preference for teaching in the outdoor environment. Similarly this post is well suited to field studies staff, already employed at other Centres, who are looking to improve their fieldwork teaching experience with AS/A2 level students. He/she needs to be a confident communicator and a knowledgeable naturalist.

Post tenable: October 2018

Contract: Full time

Employer: Cranedale Educational Charitable Trust Ltd

Based at: The Cranedale Centre, Malton, North Yorkshire

Responsible to: The Head of Centre and Deputy Director

The Centre:

The Cranedale Centre, established in 1983, is an Educational Charitable Trust and exists to promote and advance, through its courses, all education concerning the natural environment and knowledge of the living world. This prestigious Centre is highly respected as a national market leader in fieldwork provision offering high quality courses to students of all ages. It has a long established tradition of valuing staff and providing continuous professional support and training.

The Job:

The Tutor will take a full and active role in the tutoring of all student groups and will be required to teach on all educational courses, at all levels, from KS2 Environmental Studies to A level Geography and Biology. This is a post with a lot of variety and interest as the Tutor will be involved in both the planning and delivery of fieldstudies days and also developmental work in their subject specialism.

The Cranedale Centre is a residential centre and, as such, it is hoped that all tutors will fully immerse themselves in both the working and social life of the Centre. Involvement with the leisure time activities for students and visiting teachers is encouraged but is strictly on a voluntary basis. For example, tutors have, on occasions run quiz nights after work or organised games tournaments.

The Educational Team:

The tutor will be joining a highly motivated and closely-knit team of young instructors and will receive a very warm and genuine welcome.

He/she will be a member of a teaching team consisting of three Biologists and seven Geographers. The bulk of this teaching time will be spent teaching A Level/GCSE students but some KS2 tuition with junior school Environmental Studies groups will be required.

Qualifications and Experience: (See Person Specification below)

- The successful candidate will possess a good quality degree in **Geography**. He/she must be able to demonstrate a depth of knowledge and recent fieldwork experience in teaching geography.
- He/she will also be required to have sufficient breadth of knowledge to be able to tutor on both A level Geography and A Level Biology courses. An ability to teach on KS2 Environmental Studies field-courses will also be required.

- Candidates should be able to demonstrate their enthusiasm and passion for natural history and teaching in the outdoor environment
- A teaching qualification or teaching experience is not essential but will be considered a distinct advantage.
- Candidates will be expected to be proficient in the use of ICT and the use of mathematical statistics.

Hours of Work:

The Centre runs a variety of field-courses of varying lengths during the week and weekend. All teaching staff are required to work a 5-day week plus a number of weekends during the year, for which days off in lieu will be programmed.

The Field Studies Tutor job is not a 9am – 5pm job and hours will be variable and occasionally long. If the Field Studies Tutor is teaching an evening session they should normally expect to be teaching up to 8.30pm having commenced at 9am. These evening follow-on sessions are an important part of every course and the tutor will be normally expected to work up to two and occasionally 3 evenings during any 7-day period. These longer days will be balanced by some shorter days in the field and other days when the tutor may be office based.

On-Call Duties:

Emergency on-call, overnight duties, are an essential element of the Field Studies Tutor's role and are shared by all tutors on a rota. If tutors are called out, overnight, time off in lieu is provided.

Remuneration

Gross salary: £12,250 per annum. **In addition** full and comprehensive board and lodging is provided for this post.

The Tutor will also receive approximately £1200 (gross) per annum in discretionary bonuses as directed and approved by the Trustees of the Charity. In the first year this payment will be on a pro rata basis subject to the Tutor's starting date. The whole remuneration package is designed to reflect a gross salary level of approximately £20,000 per annum. The salary will increase on an above inflation incremental scale for the first 3 years.

The Trustees also appreciate that protective equipment for fieldwork is vital to the Field Studies Tutor and as such an initial bonus payment of £400 (gross) is paid to the tutor at the commencement of their employment to provide for the purchase of suitable outdoor clothing, walking boots, rucksack etc.

Accommodation:

Very comfortable single accommodation and an excellent standard of board will be provided in one of our four staff houses in the village. These well-appointed houses, usually accommodating two or occasionally three tutors, are off site and away from student accommodation. The remuneration package is comprehensive, to a high standard, and carefully structured to reduce the impact of living in close proximity to work and the demands that this so often makes on staff. All utility bills, council tax, food and household expenses, furnishings and fittings are paid for by the Charity together with all tax and national insurance accruing on this benefit.

The Field Studies Tutor, therefore, has free and comprehensive board and lodging and his/her net salary is considered as personal disposable income.

Pension:

The Charity operates an auto enrolment pension for all tutors with NEST (National Employment Savings Trust)

Sickness:

There is no contractual sickness/injury payments scheme in addition to SSP. Any additional payments which may be made will be at the discretion of the Trustees.

Annual Holidays:

The Field Studies Tutor will receive 30 days paid annual leave (exclusive of 8 statutory days). In addition tutors will accrue leave throughout the year from working weekends and extra evenings. Tutors are encouraged to take regular short breaks throughout the year and longer en-bloc leave during closedown periods in August and December / January. Tutors commencing part way through a holiday year will receive a holiday allocation pro rata to their starting date.

Driving:

The post will involve considerable minibuss driving. Candidates should hold a clean driving licence with a D1 minibuss entitlement and be competent and confident drivers. Candidates without a D1 classification must be capable of undertaking and passing an official PCV Class D1 training course and test in order to secure the Tutor's position. The appropriate training course and test will be organised and paid for by Cranedale Centre should this be necessary.

Disclosure:

The activities of the Cranedale Centre are regulated by the Protection of Children Act and as such all new employees are required to undergo an Enhanced Disclosure with the Disclosure and Barring Service (DBS). The official appointment of the successful candidates will depend on a successful outcome to the Disclosure. The Cranedale Centre complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Probationary period:

The probationary period operating at the Cranedale Centre lasts for 4 months and is an intensive period of training designed to equip the Tutor with the skills, qualifications and understanding required to be a member of the Cranedale Centre teaching team. It is also designed to provide the individual with a holistic understanding of how a busy centre relies on the excellent work of many staff in different departments in order to create a high quality, residential fieldcourse.

The Tutor will be required to complete a First Aid at Work 3 day course and also undertake and pass a PCV (D1) minibuss driving qualification. In addition to these qualifications the Tutor will receive a full induction to the Centre and the Education Department. The 4 months of training will introduce the individual to Codes of Working Practice, Risk Assessments, Health and Safety Management /Monitoring, Field Skills and Methodologies, Teaching Skills, GIS, Statistical Skills and Examination Specifications.

The Tutor will, initially, spend a lot of time supporting teaching staff in course delivery and should expect to be out 'in the field' on most working days. In addition he/she will spend some time observing, and assisting in both the Educational Resources Department and the Waterproof Store and take on an area of responsibility.

By the end of their training a Tutor should expect to be co-leading groups on some days and leading on others, supported on every occasion by experienced Tutors.

Person Specification - Field Studies Tutor		
Education / Qualifications	Essential	Desirable
Degree in Geography	*	
PGCE or equivalent teaching experience		*
First Aid Qualification		*
DBS Disclosure		*
Minibus Driving Qualification or experience		*
Full clean driving licence	*	
Experience, Knowledge, Skills and Abilities		
Previous experience of teaching	*	
Previous experience of fieldwork	*	
Previous experience of the production and preparation of teaching resources		*
Have an enthusiasm for the subject and for teaching in the outdoors	*	
Knowledge of the National Curriculum & Specifications		*
Keen interest and academic ability in Biology		*
Experience of delivering at a wide range of levels from Jnr to A level		*
Enthusiastic naturalist	*	
Undertaking risk assessments		*
Working with GIS		*
Experience of working with presentation software and spreadsheets		*
Previous mentoring or supervisory experience		*
Personal Qualities		
Trustworthy and reliable	*	
Ability to work as a competent and effective team member	*	
Good time management and prioritisation skills	*	
Pleasant manner and flexible approach	*	
Committed and proactive approach to personal development	*	
Motivated to learn and overcome new challenges	*	
Communication Skills		
Excellent communication skills and sensitive to the needs of others	*	
Good written skills	*	
Good computer skills	*	