

Job Description for University Placement Students

Job Title: Undergraduate Student Placement – Education Assistant

Place of work: The Cranedale Centre, Kirby Grindalythe, Malton, North Yorkshire, YO17 8DB

You are invited to apply for the above post and join the Education Team at this Environmental Education Charity. 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. Each and every member of staff is relied upon and trusted to undertake their roles to the very best of their abilities and to maintain the very high standards that customers now expect from this Centre.

The role of the **Education Assistant** is to support the Cranedale Centre tutor team in the delivery of field courses. He/she will be joining a teaching unit comprising of 6 specialist Geography Tutors and 3 Biology Tutors. The successful candidate will need to be undertaking a relevant degree in Geography, Biology, Ecology, Environmental or Natural Sciences.

During your placement year you will gain:

- Work experience that reflects an environmental educational charity.
- Experience of working with a range of age groups in an outdoor setting.
- Valuable, varied experience and work place skills to add to your CV.
- The opportunity to conduct research that will benefit both you and our organisation.
- Working knowledge of outdoor education practices.
- First Aid at Work Qualification.

Former students have shared their thoughts on their placement year with us, and what they feel they gained, on our website. Please read them at www.cranedale.com/recruitment.

The specific duties for each Placement Student will be tailored to the interests and abilities of the individual and time will be made available for individual research/dissertation projects. The following list of general tasks should therefore be considered as a guide to the normal duties required:

- Supporting the teaching team. The Education Assistant should expect to be out in the 'field' on most working days helping students with their fieldwork and assisting with packing and preparation of fieldwork equipment.
- Education Assistants will not be required to teach on A level and GCSE courses but may be asked to demonstrate various fieldwork techniques to student groups from time to time. Some teaching will be encouraged on environmental courses for junior children.
- The Education Assistant may from time to time be based at the Centre and be asked to undertake a 'technician' role. This will require the Education Assistant to take responsibility for the repair, maintenance and calibration of scientific meters and probes together with general repairs to other field equipment.

- The Education Assistant will be required to attend staff meetings and departmental meetings and integrate fully into the working life of the Centre.
- He/she will be allocated a 'mentor' for the duration of their placement and will be required to attend personal review/appraisal sessions from time to time.
- Other duties will involve the Education Assistant in supporting the Prep Room, Waterproof Store, and the stocking and tidying of teaching rooms.
- To provide the Education Assistant with a broad knowledge of the running of a busy Field Studies Centre some time will be allocated within the year to work on short shifts in the Catering and Cleaning Departments so that an appreciation can be gained of the amount of work that goes into, and the importance of, these departments.
- Once trained in First Aid and in-house systems, the Education Assistant may be included on the timetable as the Duty Tutor i.e. to be the overnight point of contact in case of visiting staff requiring assistance.
- During closedown / non teaching periods the Education Assistant will not be required at the Centre on certain weeks. On other weeks he/she will be required to assist with maintenance jobs around the Centre.

Expectations and Requirements:

- Applicants must be at least 18 years of age.
- Applicants should be studying a relevant degree in Geography, Biology, Ecology, Environmental or Natural Sciences.
- The Placement Student will need to demonstrate that they have good communication, literacy and numeracy skills and relate well to children and young adults.
- A good level of competence with ICT is desirable for this post.
- Applicants should have a positive work attitude and be motivated to learn new skills.
- A full, clean driving license is required.

To apply, please send a CV and covering letter to cranedaleadministration@cranedale.com.

Statement of Main Terms of Employment

Employer: Cranedale Educational Charitable Trust Ltd

Employee:

Job Title: Educational Assistant

Place of work: You will normally be required to work at/from the Cranedale Centre, Kirby Grindalythe, Malton, North Yorkshire, YO17 8DB. You will not be required to work outside the United Kingdom.

Term: The Education Assistant post will commence on the 2nd September 2019 and continue through to the 24th July 2020. The placement student will not be required at the Centre for some weeks in December and January when the Centre is on closedown. The post has a one month probationary period during which your suitability for the post will be assessed.

Hours of work: The hours of work each week are those required to fulfil the responsibilities of your position. The hours are based on an average of 48 hours per week but there is some variability to meet the needs of the field courses. Some weekend and evening work will be required.

Remuneration: You will receive a nominal allowance of £75 per week. This post is residential and the Education Assistant will receive full board and lodging free of charge. This residential package is provided 7 days per week.

Annual & Bank Holidays: The holiday year for the Educational Assistant will run from September to July and he/she will be entitled to 5.6 working weeks during a complete holiday year. This entitlement includes the statutory Public/Bank holidays (8) or days in lieu of these if there is a requirement to work on these days.

Sickness: There is no contractual sickness/injury payments scheme in addition to SSP. Any additional payments which may be made will be at our absolute discretion.

Child Protection: An enhanced level DBS Disclosure is required for this post.

Driving Licence: Full, clean driving licence required.

Signed:

Signed:

on behalf of Cranedale Centre

Date: