

## Vacancy: Field Studies Tutor

An exciting opportunity has arisen to join our friendly team at our Field Studies Centre in North Yorkshire. The role will offer the right candidate a fantastic opportunity to provide tailored teaching for students of all ages and backgrounds in amazing places of natural wonder and beauty. 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 visiting 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 our website [www.cranedale.com/recruitment](http://www.cranedale.com/recruitment)

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.

***The closing date for receipt of your application is: 5pm Monday 18<sup>th</sup> February 2019. Interviews will take place on Monday 25<sup>th</sup> February 2019. Short listed applicants will be contacted by telephone and/or email.***

### **Please return your completed Application Form to:**

Sue Taylor, Cranedale Centre, Kirby Grindalythe, Malton, North Yorkshire YO17 8DB or email to [cranedaleadministration@cranedale.com](mailto: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 **Wednesday 20<sup>th</sup> February 2019** you should assume that your application has been unsuccessful. If this should be the situation then we sincerely thank you for your interest in our organisation and we 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

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. This post is also very well suited to field studies staff, already employed at other Centres, who are looking to improve their fieldwork teaching experience with A-level students. He/she needs to be a confident communicator, team player with strong knowledge of the natural world.

**Post tenable: June or September 2019**

**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 as well as developing resources within the education department. You will also be spending the majority of your time teaching a rich array of field courses in amazing environments that include the Flamborough Heritage Coast and the North York Moors National Park.

The Cranedale Centre is very highly rated amongst our visiting staff and students. Everyone employed here, whichever their department is crucial to the success of our field courses. As a Tutor, you will play a major part of the student experience, leaving them with a lasting memory of their trip by sharing with them your enthusiasm and knowledge of the natural world.

### 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 also be required.

### Qualifications and Experience (See Person Specification below)

- The successful candidate will possess a good quality degree in **Geography, Biology, Natural Sciences (or similar discipline)**. He/she must be able to demonstrate a depth of knowledge and recent experience in teaching.

- He/she will also be required to have sufficient breadth of knowledge to be able to tutor on both A-level Geography and Biology courses as well as an ability to teach on KS2 Environmental Studies field-courses.
- 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 in the use of statistical techniques.

### **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. Most of December, January and August involves little or no teaching as we close the centre to students. During this 'closedown' period Tutors spend time developing new educational resources and you are also encouraged to take longer 'en-bloc' leave.

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. For working a third evening in a seven day week time off in lieu will be provided. In addition, 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 however the likelihood of being called out is thankfully a rare occurrence.

### **Accommodation**

Very comfortable single accommodation and an excellent standard of board will be provided in one of our four well-appointed staff cottages in the village. These former farm cottages, usually accommodating two or occasionally three tutors, are off site and away from student accommodation.

### **Remuneration**

Remuneration for this residential post is provided as a package designed to reflect a starting salary of £20,250. It is considered that 33% of this package will represent the board and lodging provided. It 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, TV / WiFi and household expenses, furnishings and fittings are paid for by the Charity together with all tax and national insurance accruing on this benefit. In addition, a gross salary of £13,450 p.a. will be paid to the Field Studies Tutor and this 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.

### **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 7.6 weeks annual leave (inclusive of statutory holidays). 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 minibus driving. Candidates should hold a clean driving licence with a D1 minibus 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 the Cranedale Centre (however as a charity, funding for this will be limited for up-to two attempts).

### **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 experience.

During the probationary period the Tutor will be required to complete a First Aid at Work 3 day course and also undertake and pass a PCV (D1) minibus 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
Relevant Degree (Geography, Biology, Natural Sciences or related subject)	✓	
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 fieldwork	✓	
Have an enthusiasm for the subject and for teaching in the outdoors	✓	
Previous experience of teaching		✓
Previous experience of the production and preparation of teaching resources		✓
Knowledge of the National Curriculum & Specifications		✓
Keen interest and academic ability in Biology		✓
Mathematical knowledge, particularly statistical techniques		✓
Experience of delivering at a wide range of levels from Jnr to A-Level		✓
Enthusiastic naturalist		✓
Ability to undertake risk assessments		✓
Knowledge of Geographical Information Systems (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	✓	
Excellent written skills	✓	
Excellent computer skills	✓	