

## Job Summary & Person Specification

<b>Job Title:</b>	Outdoor Learning Tutor (Minstead)
<b>Job Ref No:</b>	HCC16493
<b>Department:</b>	Children's Services
<b>Branch / Section:</b>	Hampshire Outdoors
<b>Grade:</b>	E
<b>Salary:</b>	£25,833 to £28,791 pro-rata, per annum (actual salary £14,211 – £15,833 per annum)
<b>Hours:</b>	22 hours per week, 42 weeks per year

### Minstead Study Centre

Minstead Study Centre is a residential centre sleeping up to 34 children plus 4 adults. Set on a quiet lane on the edge of the village of Minstead, in the heart of the New Forest National Park, the Centre has been open for more than 50 years, delivering environmental outdoor education to thousands of children and young people.

As part of Hampshire County Council's 'Hampshire Outdoors' partnership, the Centre is part of a rich network of educators offering fantastic and varied provision across the county and beyond, and a number of professional development opportunities.

The Centre has 2 main buildings on our site – the old Victorian school building which houses our classroom/discovery room, dining room and kitchen, and our fabulous eco-dorm, nestling on the side of our valley amongst mature trees, and offering warm, comfortable and inspirational accommodation. In addition, we have around 7 acres of mixed grounds with woodlands, ponds, stream, meadows and a very large vegetable garden. The Centre also has a number of other attractions used extensively on our courses – an 'iron age' roundhouse, a flock of chickens and 3 very tame sheep! We also make great use of our situation on the edge of the wilds of the National Park within many teaching timetables.

Primarily focused on Key Stage 1 and 2 our Centre is a leading venue for environmental education. We deliver creative sessions and lessons across the curriculum (especially in science, geography, history and art) with a particular focus on sustainable living. The Centre is well known and highly reputed and we are looking for a tutor to expand upon and enhance this reputation.

Whilst the bulk of our tutor’s work will be with schools during term and during the day, there may be very occasional evening and weekend work, and a limited amount of work during the school holidays. Ideally the tutor will typically work 3 days per week – exact days to be discussed. However, there may be flexibility for the hours to be spread across 4 days for the right candidate.

A recent change in the management at the Centre gives the opportunity for further expansion and development of our lovely Centre into weekend and holiday bookings, and we are excited to be progressing a number of improvement projects around the site to enable us to work with more people, more of the time. This is a very exciting time to be joining our team.

**N.B.**

Interested candidates may be aware that a job of a similar nature, for a 0.3 contract as an outdoor learning tutor, is currently available at our sister Centre – Stubbington Study Centre. Each of these job campaigns is being run separately, with separate application and interview, though it would be possible for the right candidate to undertake both roles if that was of interest.

**Job Purpose:**

- To plan, deliver and evaluate high quality outdoor education to visiting groups – especially schools.
- To support and facilitate site users in order to ensure their domestic, administrative and learning needs are met.

**Main Responsibilities**

<b>Accountabilities</b>	<b>Accountability Statements</b>
Education and Activity Delivery	<ul style="list-style-type: none"> <li>• Teach the planned programmes across a range of activity areas to visiting groups of mainly KS2 children - on and off-site, indoors and outside, in good weather and bad!</li> <li>• Show high regard for the Health and Safety of visitors and others during all teaching programmes</li> <li>• Plan, prepare, evaluate and maintain activities, materials, resources, to support courses, developing and extending the learning provision where appropriate and in liaison with the Deputy Head of Centre.</li> <li>• Maintain knowledge and understanding of key trends in schools’ curriculum (especially KS2) and outdoor education to</li> </ul>

	ensure educational delivery is in line with current thought and practice.
Operational Responsibilities	<ul style="list-style-type: none"> <li>• Provide first aid support where necessary.</li> <li>• Contribute to the marketing and promotion of the service, as appropriate.</li> <li>• Support the management team at the Centre in developing the business, particularly in areas around school day visits and non-school group use at weekends and holidays.</li> </ul>
Customer Service and Quality Assurance	<ul style="list-style-type: none"> <li>• Provide basic domestic, administrative and site support to a wide range of users when necessary (including occasional weekend work and some school holiday work) in order to ensure high levels of customer service and safety.</li> <li>• Ensure clear communications with colleagues, users, contractors and others in order to facilitate the smooth running of the service.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Use own initiative and react flexibly to manage risk in changing conditions without resort to line manager – for example when working off site, outdoors with a group of children.</li> <li>• Understand and implement centre risk management procedures and policies in order to ensure that users, staff and visitors are safe.</li> </ul>
Corporate and statutory initiatives	<ul style="list-style-type: none"> <li>• To address and comply with the aims and policies of the County Council and ensure activities contribute towards these.</li> <li>• The post holder is responsible for ensuring that they adhere to Hampshire County Council safeguarding procedures and that concerns are addressed in accordance with these.</li> </ul>

### **Key Decision Making Areas in the Role**

- Decisions relating to strategies and progressions for achieving education and learning objectives – e.g. responding to the needs of different groups or individuals.
- Composition of course programmes for user groups – complexities of designing flexible 5-day or 2 ½-day programmes tailored to the needs of each school.
- Flexible risk management in the delivery of learning outside the classroom experiences.
- Leading and directing visiting staff (including head teachers and senior school staff).

### **Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)**

- Total staff numbers = 10, including 3 members of staff on teaching team (Head of Centre, Deputy Head and Tutor).
- Term time capacity is 34 pupils per week (Mon – Fri) for all term time weeks per year. Current achievement is some way below this, though with an upward trend.
- Weekend and school holiday capacity is currently underutilised, but again, is on an upward trend.
- No direct budget responsibility – though will be expected to work with managers to identify best use of educational equipment budgets.
- 7-acre site – with extensive usage of offsite areas of the New Forest

### **Main Contacts – external/internal customer contacts and purpose**

- Primary school staff and pupils (very frequent).
- Parents of visiting pupils & young people (infrequent).
- Other users / customers including youth workers, members of local community, members of clubs and voluntary groups (occasional).
- Suppliers & contractors (occasional).
- Other centres and similar organisations (infrequent).
- Members and officers of Hampshire County Council (rare).

### **Working Conditions**

- Contract is for 22 hours per week 42 weeks per year (mainly term time). Ideally the tutor will typically work 3 days per week (exact days to be discussed). However, there may be flexibility for the hours to be spread across 4 days for the right candidate.
- Work during school holidays is less regular in nature – with a flexible approach needed from team members (and a flexible approach offered by the Centre). Very occasional weekend work may also be required.
- Occasional lone working.
- You will be delivering outdoor sessions to groups of up to 34 children on a daily basis, in all weather conditions on very uneven terrain, including regular 5km+ walks. This can be physically demanding.
- When not teaching, you will be based in the centre office undertaking administrative duties associated with the role.
- Children visiting are almost all KS2, though very occasionally may be KS1. Typical activity group size does not exceed 34 children. Teaching will need to

use a variety of methods with a flexible approach to working to provide for the varied needs of groups.

### **Additional Information**

Hampshire County Council Children’s Services Department is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the post-holder.

### **Person Specification:**

<b>Essential qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate level qualification in a related field or specialism (e.g. teaching, environmental Science, Geography)</li> </ul>
<b>Desirable qualifications</b>	<ul style="list-style-type: none"> <li>• QTS or equivalent</li> <li>• Possess a current First Aid certificate</li> <li>• Outdoor Leadership training or qualifications</li> </ul>
<b>Essential knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of working with Key Stage 2 pupils in the classroom and/or outdoor settings.</li> <li>• A clear understanding of the value of learning outside the classroom.</li> <li>• A clear understanding of the value of school residential visits.</li> <li>• Organised or been significantly involved with a range of educational visits.</li> <li>• An ability to develop resources and teaching materials.</li> <li>• Excellent understanding around sustainability and environmental education.</li> <li>• Experience of risk management in the outdoors.</li> <li>• A high level of literacy and numeracy.</li> <li>• An ability to work with own initiative, independently, and to work as a team.</li> <li>• Understanding of safeguarding issues, particularly with regard to outdoor and residential contexts.</li> </ul>

	<ul style="list-style-type: none"> <li>• A good understanding of Health &amp; Safety issues concerning working outdoors with children.</li> <li>• Excellent communication and organisational skills.</li> </ul>
<b>Desirable knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Experience of having worked with a wide range of children and young people beyond KS2.</li> <li>• Experience of working with vulnerable or targeted cohorts of children and young people.</li> <li>• Experience or a good understanding of the operation of outdoor/study centres.</li> </ul>