

Job Summary & Person Specification

Job Title:	Outdoor Learning Tutor (Stubbington Study Centre)
Job Ref No:	HCC16438
Department:	Children's Services
Branch / Section:	Education and Inclusion
Grade:	E
Salary:	£25,833 - £28,791 pro-rata, per annum (actual salary £7,105 – £7,919 per annum)
Contract:	11 hours per week, 42 working weeks per annum

Stubbington Study Centre

Thousands of children, and many young people and adults too, visit our Centre each year to experience a wide range of learning opportunities outside the classroom. With an emphasis on teambuilding, respect and responsibility, we hope that all our visitors leave having grown in confidence and with a smile on their face.

If you'd like to find out more about Stubbington Study Centre, visit www.stubbingtonstudycentre.co.uk

This exciting position was created in response to increasing demand for day visits to the centre. The successful applicant will continue to develop our day visit offer and associated marketing, in order to increase bookings further and achieve target income. In addition, with the ability to work collaboratively alongside other members of the team, they will support our wider provision to school and community groups. We require a person who is willing and able to take the initiative to achieve the above. With strong leadership, communication and customer care skills, they will help to maintain our excellent reputation for delivering high quality learning experiences. This is a varied role that requires flexibility in order to meet the fluctuating demands of the service users without losing the quality of service provision.

Job Purpose:

- To plan, deliver and evaluate high quality educational courses beyond the classroom to visiting groups, especially schools.
- To manage and continue to develop a day visit programme for school groups. This will include planning, delivering and evaluating high quality sessions for Key Stages 1&2; marketing these opportunities to schools and achieving booking targets.

Main Responsibilities:

Accountabilities	Accountability Statements
Education and Activity Delivery	<ul style="list-style-type: none">• To deliver a range of activities beyond the classroom that meet agreed learning objectives, whilst taking due regard of factors on and off site in order to promote safe practices with groups and have an appropriate duty of care.• Plan, prepare, evaluate and maintain activities, materials, resources, to support courses, developing and extending the learning provision where appropriate.
Operational Responsibilities	<ul style="list-style-type: none">• To manage the booking process for Day Visits, including responding to customer enquiries in a timely manner.• Contribute to the marketing and promotion of the service, as appropriate, enabling it to achieve agreed booking targets.• To support the management team in developing the business with a specific focus on identifying potential new opportunities and funding streams.
Customer Service and Quality Assurance	<ul style="list-style-type: none">• Provide basic domestic, administrative and site support to our residential school groups and other service users, when necessary, in order to ensure high levels of customer service and safety.• Ensure clear communications with colleagues, users, contractors and others in order to facilitate the smooth running of the service.• Meet corporate, departmental and service aims and objectives with respect to customer service.• To assist with quality assurance systems operating within the centre to ensure a high standard of service delivery.
Risk Management	<ul style="list-style-type: none">• Take responsibility to use own initiative and react flexibly to changing risk management conditions without resort to line manager e.g. when working off site, outdoors with a group of children.• Understand and implement centre risk management procedures and policies in order to ensure that users, staff and visitors are safe and corporate liabilities are addressed.
Corporate and statutory initiatives-equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none">• To address and comply with the aims and policies of the County Council and ensure activities contribute towards these.• 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.

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.
- Flexible risk management in the delivery of learning outside the classroom experiences.

- Leading and directing visiting staff (including head teachers and senior school staff).
- Decisions relating to being 'responsible person' who may have to deal with, or pass on, issues regarding visitors or site.
- Decisions relating to customer enquiries, especially in relation to Day Visits. These may include scheduling, capacity and timetabling issues etc.

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

- Day visits generated approximately £4,000 income in 18/19
- Target income for day visits is £6,500.
- Total staff = 15 FTE; educational staff = 2.8 educational staff (including Outdoor Learning Tutors) plus 2 'Rangers' (students on year's placement)
- Target school residential capacity is 100 resident pupils per week (Mon – Fri) for 40 weeks per year.
- Potential capacity is 112 residents/visitors for 50 weeks (including weekends).
- Overall service budget turnover is £1.5 million.
- 14-acre site.

Main Contacts – external/internal customer contacts and purpose:

- School staff, including teachers, head teachers, governors, pupils and parents (frequent)
- Other users/customers including youth workers, members of local community, members of clubs and voluntary groups (occasional)
- Other teams within Hampshire Outdoors (infrequent)
- Suppliers and contractors (infrequent)
- Other centres and similar organisations (infrequent)
- Management Committee members (rare)
- Members and officers of Hampshire County Council (rare)

Person Specification:

Essential Qualifications	<ul style="list-style-type: none"> • Graduate level qualification in a related field or specialism.
Desirable Qualifications	<ul style="list-style-type: none"> • QTS or equivalent. • Current First Aid certificate. • Outdoor leader training.
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of effective teaching/instructing KS1 or KS2 pupils within an outdoor context. • Excellent teaching skills. • Recent classroom experience or evidence of having kept up to date with current issues in mainstream education. • A clear understanding of the value of learning beyond the classroom. • Awareness of risk management techniques in the outdoors. • Experience of having successfully led and directed other staff or adults. • Good IT skills.

	<ul style="list-style-type: none"> • Excellent communication skills. • High level of literacy and numeracy. • An ability to work with initiative and to work independently. • An ability to work in a team. • An ability to develop resources. • Understanding of safeguarding issues. • Excellent organisational skills. • Knowledge of/experience of delivering excellent customer care and client services.
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Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role.

- Contracted to work 11 hours per week. Typically, these hours would be worked as follows:

When there is a Friday day visit:

Thursday: 8:30am to 12.00pm
Friday: 8:30am to 4pm

When there is no Friday day visit:

Thursday: 8:30am to 5.00pm
Friday: 9:00am to 12:00pm

- Contract is for 42 weeks per year. These weeks will largely coincide with term time. Additional days will be used to cover Open Days and infrequent out of term time commitments.
- Assisting with our Centre Open Days from 10am to 4pm, one Saturday each term.
- TOIL (Time off in lieu) system operated.
- Children visiting for a residential visit are almost all KS2. However, day visit groups can range from YR to Y6. Typical activity group size does not exceed 36 children.
- Work from home may be required to respond to booking enquiries from customers. It is anticipated that this would not normally exceed 1 hour per week. Such hours would be worked within a flexible TOIL system.

Additional Information:

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.