

# Field teaching assistant

## Key role

To deliver environmental education, mostly outdoors, to all residential (and some non-residential) school groups.

## Key Responsibilities

- Deliver National Curriculum-linked environmental education sessions to visiting residential (and some non-residential) school groups (mostly of primary age) in an interesting, professional and safe manner.
- Develop first class relationships with all visitors to How Hill
- Prepare and develop sessions for educational school visits in conjunction with the Education Manager and other colleagues.
- Together with the Education Manager, ensure the Trust boats are kept in good condition and are always fully fuelled/charged.
- Ensure all teaching equipment is maintained in a clean and safe condition.
- Regularly evaluate your delivery of the sessions and liaise with colleagues to evaluate the overall programme of educational delivery.
- Assist in non-educational work when schools are absent, particularly during school holidays.

This role demands the post holder to be flexible, positive and proactive. First class communication is essential together with excellent team working skills. A commitment to work in all areas of How Hill (not just education) is important. Some evening and weekend working will be required.

Line Manager – Education Manager (Lizzy Ames)

October 2021

## Field Teaching Assistant - Person specification

Essential/Desirable qualities for the role	Essential	Desirable
<b>Qualifications and training</b>		
A relevant degree	*	
Teaching qualification		*
First aid qualification		*
Boat handling experience	*	
<b>Experience and knowledge</b>		
Previous teaching experience	*	
Previous experience of leading outdoor education sessions		*
Experience of risk assessments		*
<b>Personal qualities</b>		
Being able to work using own initiative and as a competent and effective team member	*	
Able to demonstrate personal time management and prioritisation skills	*	
Excellent communication skills	*	
A flexible approach to work (including some evening and weekend working)	*	
<b>Other qualities</b>		
Full driving licence		*

## How Hill Trust – a brief overview

The How Hill Trust operates from How Hill House, a magnificent thatched house overlooking the River Ant at Ludham. Established in 1984, the Trust offers a unique opportunity for people of all ages to experience and learn about the unique and special environment of the Norfolk Broads. We offer residential and day visits to schools during term time, and at weekends and schools holidays a range of courses for adult visitors is offered.

Additionally we offer How Hill House as a venue for conferences, wedding receptions and even small dinner parties.

The children who visit are always excited to stay at How Hill and they learn so much in such a short time. Not only do they gain an understanding of the Broads and its unique environmental pressures, but they also are encouraged to think about the long term challenges facing us all.

Alongside the 'formal education' which children receive at How Hill, there is something much harder to quantify. For most children, a week at How Hill is the first time away from home. For many it is the first time they sit at a table for meal times, the first time they have to think for themselves, or to care about the welfare of others. It is encouraging to see how many children respond favourably to this new experience. The benefits to the children, of a few days at How Hill, really do justify all the efforts of schoolteachers in arranging group visits to How Hill.

### *Education in more detail*

We offer fully structured courses across KS2 for all abilities. Our residential courses are practical, using the full resources of our 90 hectares of nature reserve. Our most popular activities are dyke-dipping, woodland ecology, nature trails, expeditions to the reed beds and windmills, hawks and blackbirds food chain game and a river trip to Barton Broad. We also offer practical craft activities related to the environment, such as thatching, weaving, rush candle making, and other related activities such as orienteering and map reading along with a visit to Toad Hole cottage museum. This range of activities helps to broaden the appeal of a week at How Hill and ensure that all children find something they can enjoy.

Teachers are invited to discuss their requirements with the Education Manager so the maximum benefit of a visit to How Hill can be achieved.

We offer unrivalled opportunities for fieldwork on the How Hill National Nature Reserve, which includes:

- reed beds and grazing marshes
- woodland
- Crome's Broad
- River Ant
- dykes
- drainage windmills

Background information

Please see our website at [www.howhilltrust.org.uk](http://www.howhilltrust.org.uk)

## Summary of main terms and conditions

**Job title:** Field Teaching Assistant

**Contract term:** You are employed as a Field teaching assistant. Your main duties and responsibilities will be as outlined in your job description. The Trust reserves the right to amend your job description from time to time. Your duties also include all such reasonable tasks as the Education Manager or the Director of How Hill Trust may ask you to perform, being of an administrative, domestic or educational nature.

**Place of work:** Your normal place of work is How Hill House and land in the Ant Valley, in order to fulfil the Trust's environmental and educational objectives.

**Salary:** Your salary will be £20,000 - £24,000, payable monthly in arrears by BACS. It is a condition of your employment that you have and maintain a suitable bank or building society account into which your pay can be transferred. Please note that your employment may be terminated should you fail to produce bank account details after four weeks of employment.

**Hours of work:** Your usual hours of work will be 9am – 5.30pm to be worked Monday – Friday each week. In addition, you are entitled to take a lunch break of half an hour each day and other breaks as required. The Trust reserves the right to ask you to work outside these hours if reasonably necessary to meet the Trust's objectives. If time is worked outside these hours, you will be entitled to take time off in lieu. The Trust reserves the right to increase or decrease your normal working hours from time to time, if seasonal variations lead to fluctuations in activity.

**Maximum Working Time:** You will not be permitted or required to work more than an average of forty eight hours per week in any seventeen week period. It is a term of employment that you will co-operate with the Trust's procedures for monitoring your hours of work and, as part of this obligation; you are required to inform the Trust of all hours worked for another employer, person or business.

**Paid holiday:** You will be entitled to twenty days paid holiday pro rata in addition to the eight current statutory holidays. Holidays will only be taken after prior arrangement with, and agreement by, the Education manager at such mutually convenient times as you and the Education manager shall agree.

**Absence and Sick pay:** If you cannot work because of illness or injury you must notify the Director as early as possible on the first day and each subsequent day when you are unable to work. If the absence extends beyond seven days, you will obtain and provide the Director with a note or certificate from your Doctor corroborating such illness or injury. The Trust will continue to pay your salary for up to a maximum of one month's absence in any six month period due to illness or injury. The periods referred to shall commence from the first day that you are paid contractual sick pay.

**Pension:** The Trust operates a Pension Scheme which you are eligible to join.

**Confidentiality of information:** It is a term of your employment that you will not disclose any information that the Trust regards as “confidential” to any unauthorised person either during or after the termination of your employment.

**Outside Interests:** It is a term of your employment that you will not undertake any other work on behalf of another company, business, individual, agency, or any other person without written authorisation on behalf of the Trust, which will not be unreasonably withheld.

**Health & Safety:** The Trust will take every reasonable step to ensure your safety. You have a legal duty to take reasonable care of your own health and safety as well as that of others affected by your acts or omissions. You must fully observe the Trust’s Health & Safety policy at all times.