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| **School Visits Leader** |

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| **Reporting to:** | Schools Education Programme Co-ordinator |
| **Working Hours:** | Bank Staff – hours to be agreed (as & when required). Term Time Only. |
| **Salary:** | £8.06 plus £1.04 per hour holiday pay (spine point 7) |

**Job Purpose**

The Schools Visit Leader is responsible for leading designated school groups during their visits to the College’s Rural Education Centre and the wider College Estate, delivering quality curriculum linked outdoor learning to Primary and Secondary Schools.

**Duties and Responsibilities of the Job**

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| 1. To deliver a wide range of school visits and activities linked to the curriculum in line with the pre-agreed programme provided. |
| 1. To assist when necessary with administration and bookings of school visits |
| 1. To liaise with School and College staff throughout visits to ensure the smooth running of the day and the group’s safety standards are maintained during visits. |
| 1. Adhere to the College Safety Policy; carry out risk assessments, appropriate to instructions ensuring that appropriate safety standards are maintained during visits. |
| 1. Prepare any equipment and activities necessary for visiting groups. |
| 1. To ensure the tidiness and suitability of areas designated for use by visiting groups, before and after use. |
| 1. To contribute to the development of the programmes on offer to schools through the contribution of ideas and feedback. |
| 1. To promote College activities, events and courses as appropriate. |
| 1. Participate and contribute to activities involving the recruitment and selection of students and marketing and promotional activities on behalf of the college. |
| 1. Maintain effective communications with other staff, including attendance if requested a departmental and staff meetings. |
| 1. Undertake any other reasonable duties from time to time as requested by the Principal, Head of Department or Senior Management. |

**Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Excellent communication skills |
| Experience in Education, Farming, Countryside and Outdoor learning |
| Enthusiasm to inspire and motivate Teachers and Students |
| Good planning, organisational and time management skills , working to high standards |
| Professional and positive attitude |
| Knowledge and understanding of Curriculum in Schools |
| Reliable and flexible |
| Support school activities and programmes |
| Willing and able to travel to external venues |
| Knowledge of STEM |
| **Desirable criteria for the post** |
| Experience with Primary and Secondary Schools |
| Knowledge of Health & Safety |
| Teaching experience |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.