

# REASEHEATH COLLEGE

## Graduate Trainee Scheme

### Post Details and Guidance for Applicants 2015 (this Additional Information to be read in conjunction with the Job Description)

This document explains the conditions for Graduate Trainee's (GT) and covers pay, work, and training. Although details seem complex at first reading it is essential that the GT and the college are clear about their position as the GT progresses. A contract will be issued to the GT which gives more detail about conditions of service during paid work at the centre (Contracted Time).

#### General Information

Reaseheath is an independent and specialist land-based Further Education College situated in rural Cheshire, delivering a broad range of vocational courses. The college has over 2000 full time FE and HE students and provides accommodation for approximately 500.

We offer a range of BTEC First, National programmes and Foundation degree courses in outdoor education. The department also offers courses in Sport performance and Public Services, employing a total of 17 permanent teaching staff and 3 part-time freelance.

#### Aims of the Graduate Trainee Scheme:

- To provide **high quality instructor training** during a year of practical experience for someone who already has basic instructing experience who is seriously considering a career in outdoor education
- To give him/her the opportunity to gain further technical qualifications
- To develop teaching experience in various adventure activities so that s/he can progress from basic instructing skills to running sessions at a high professional standard
- It is expected that the trainee will be able to take on the responsibilities of activity instructor for some activities (see details of the Levels below).
- Opportunities also exist to develop skills required to teach in the classroom if appropriate.

#### Training Courses

The Graduate Trainee will work under the supervision of a mentor, and training objectives will be set and evaluated each half term. The training will focus upon all aspects of the role of instructor. This will encompass training in both the technical and soft skills needed when teaching young people in the outdoors. The Trainee will be encouraged to follow National Governing Body training and assessment courses (dependent on their aspirations, ability and progress). Many of these will be arranged 'in house' at no charge, but we use other organisations for some higher level qualifications and these may be part funded by the individual (see point 6). Time off for training courses will be granted as well as considerable support, advice and training from Reaseheath staff.

## Conditions

1. The scheme will last for one year from start date and can be terminated on either side with one month's notice unless misconduct is involved. If agreed this can be extended up to a maximum period of 24 months.
2. The expected progression through the four Levels (A to D) is shown in the table below. The Levels correspond to skill levels and proportions of full time salary. e.g. (Band A-D) 4 days per week is 0.8 or four fifths of full time. Days of work (Contracted Time) will be averaged over four weeks, as the college has varying needs and provides different training opportunities week by week.
3. During the time when the GT is not on Contracted Time (known as Voluntary Time, e.g. 1 day per week) training and work experience will be offered. The GT will be expected to participate in this training/work experience so that their Contracted Time and Voluntary Time together total five days per week. The GT is of course legally free to spend their time as they wish when not in Contracted Time, but their participation during Voluntary Time is an important part of their training, giving them the best opportunity to progress through the Levels.
4. There will be monthly meetings with a designated mentor and half termly performance reviews will take place to evaluate performance and progression through the levels. Progression through the Levels will be discussed with the Curriculum Leader after each review.
5. The expected number of weeks spent at each Level is shown in the table, however this will vary depending on the ability of the individual:-
  - It is possible that a Graduate Trainee may not progress within the agreed timescales and may not meet the specified performance criteria. Failure to reach the required performance criteria may invoke the college's Capability Procedures.
  - There is also the possibility that the ability/qualifications of the GT would enable them to progress through the Levels more quickly than shown. However the GT would only progress through the levels according to staffing requirements of the department and the performance criteria outlined.
  - Reaseheath expects all instructing staff to instruct not only safely, but also in such a way as to bring out the full educational potential of the activity, bearing in mind the characteristics of the group and individual members. Despite possessing the technical qualification, an GT will only progress through the scheme if they are able to demonstrate the flexibility, creativity, and educational approach to work in this way with groups.
  - Progress through the Levels is at the discretion of the Curriculum Area Manager, whose decision is final and non-negotiable, however the GT will be made well aware of the required progress during the review sessions, and where appropriate specific additional training will be arranged.

**6. Pay and Benefits.** The Graduate Trainee will commence on the Levels below (currently starting at £12480 and rising to £14375 pro rata). Normal work will be on a four day week basis plus one training day. Twenty-two days paid leave (pro rata) + bank holidays will be provided and additional time off in lieu may be accrued for weekend and evening working. Most leave will be taken outside of the normal academic terms dates and during college closure periods. An important aspect of this scheme is that it includes a training budget allowance of up to £1000 to facilitate progression through this programme. The Graduate Trainee will be covered for personal accident insurance and 3rd party liability but not loss or damage to personal effects. This is a temporary post and Reaseheath College do not guarantee an offer of permanent employment.

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|--|---------------------|
| <b>Level A</b> – average of 4 day / week = | approx £833 / month |
| <b>Level B</b> – average of 4 day / week = | approx £875 / month |
| <b>Level C</b> – average of 4 day / week = | approx £916 / month |
| <b>Level D</b> – average of 4 day / week = | approx £958 / month |

[These figures are subject to the normal deductions i.e. tax, NI, pension etc.]

### **Guidance Notes for Applicants**

We are looking for someone with:-

- an established interest in outdoor education
- basic ability in two or more of the following activities: rock climbing, mountain walking, orienteering and canoeing (kayaking or open boating)
- instructional experience in outdoor pursuits especially in at least one of the above activities, preferably backed up by the training element of a qualification, e.g. ML Training, SPA Training, UKCC Level 1 or Level 2 training (Kayak or Open Boat), BOF Instructor Training etc.
- an interest in personal development through outdoor adventure experience
- an ability to relate well and a caring attitude to people of all ages and abilities
- a clean driving licence (preferably including Class D1 vehicles and MiDAS Assessment). If you do not have D1 you must have a full licence for cars and hold a provisional licence for minibuses (D1). Without a D1 provisional you will be unable to progress through the levels.
- Satisfactory clearance by the Disclosure and Barring Service. Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment
- First Aid Qualification

Although possession of a degree is not essential for this post, applicants should recognise that it is difficult to pursue a career in outdoor education without a teaching or youth work qualification.

Selection of the short list for interview will be made primarily from the information contained in your **letter of application**. We suggest, therefore, that you cover some of the following points in your letter.

- The reasons why you feel that the post of Graduate Trainee would be an appropriate career move for you.
- Be able to demonstrate what skills (technical skills and people or 'soft' skills), you feel you would bring to the College in accordance with the above criteria.
- Your philosophy of outdoor education.
- What personally you get out of outdoor activities, which you feel you will be able to pass on to young people.
- Evidence of your ability to relate well with young people from a variety of backgrounds.
- Anything else important about yourself which you have not found space for on the application form!

**Finally - please note:**

**On your CV the names of two credible referees must be provided who can independently vouch for the candidate's suitability to work with young people in a residential setting. (A referee who is merely a friend or neighbour is not normally suitable).**

**Closing date: 20<sup>th</sup> August 2015                      Post commences September/October 2015**

**Interviews will be held at the college on Thursday 27<sup>th</sup> August 2015.**

**Thank you for your interest in the scheme.**

**REASEHEATH COLLEGE**  
**Progression through the Graduate Trainee Scheme (Instructor)**

|   | <b>Level A</b><br>£10,000+ training Budget   | <b>Level B</b><br>£10,500 + training budget   | <b>Level C</b><br>£11,000 + training Budget   | <b>Level D</b><br>£11,500+ Training Budget   |
|---|--|---|---|--|
| <b>Essential Requirements</b>                                   | <b>First Aid Qualification</b><br>To work co-operatively with other members of staff and attend regular staff meetings.  | <b>As for Level A plus:</b><br>To take responsibility for one area of equipment   | <b>As for Level A and B plus:</b><br>To deliver a series of activities as directed by the Programme Manager   | <b>As for Level A, B and C.</b>  |
| <b>Driving Requirements</b>                                     | <b>Min – obtained provisional licence for driving a minibus (D1 or PSV).</b>   | <b>Min – Completed theory test for D1 or PSV or Completed Midas Certificate.</b>  | <b>Min – Passed practical tests and be able to drive minibus.</b>   | <b>Min – Passed towing test and be able to drive minibus with trailer.</b>   |
| <b>Essential Qualifications</b>                                 | To have attended a training course in a min of 1 relevant* outdoor activity.<br><br>(RYA Dinghy AI will regarded as training)  | To hold one relevant* National Governing Body coaching Award.<br><br>To have attended an additional NGB training course in a relevant* outdoor activities.  | Complete PTTLs and hold 2 NGB coaching awards from the following list: ML summer, SPA, UKCC Level 2 Paddle Sports or equivalent and RYA Dinghy.<br><br>To have attended a additional NGB training course in a relevant* outdoor activities. | To hold 3 NGB coaching awards from the following list: ML summer, SPA or UKCC Level 2 Paddle Sports or equivalent, RYA Dinghy and trail cycle leader.<br><br>To show a continued interest in progressing through further outdoor qualifications. |
| <b>Types of work to be undertaken with limited supervision.</b> | <b>Under supervision to carry out Kit Store Checks and maintain equipment.</b><br><br><b>Activities; ropes course, nightline, problem solving and centre based orienteering.</b><br><br><b>Assisting staff in the delivery of outdoor education subjects and activities.</b> | <b>As for Level A plus:</b><br>Instructing independently in activity that NGB is held.<br>Instructing introductory on site / local activities such as orienteering, low ropes.<br>To observe non-NGB day and repeat with another group of similar students. | <b>As for Level A and B plus:</b><br>Instructing independently in both activities that NGB awards are held.<br><br>To be responsible for reviewing a group.<br>Instructing all on site activities independently.                            | <b>As for Level A, B and C plus:</b><br>Independently instructing own group for at least 3 days of the week.<br><br>To be able to deliver classroom workshops required for BTEC Level 3 learners.  |

\*Relevant activities include: ML Summer, SPA, BCU Level 2 Coach (old) or UKCC BCU level 1 Coach, MTB Cycle Leader, RYA Dinghy