



JOB DESCRIPTION

Position:	STEM Curriculum Tutor
Reports to:	STEM Curriculum Manager
Salary:	£25,000- £30,000 PA
Location:	Dumfries House, Cumnock, Ayrshire, KA182NJ

The Prince's Foundation

The Prince's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The Prince's Foundation is inspired by The Prince of Wales's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

Programmes take place within and beyond the charity's sites, including at Dumfries House, with its Education Farm, STEM centre and Health and Wellbeing Centre, and in Shoreditch, East London and Trinity Buoy Wharf in Tower Hamlets, London.

The Role: STEM Curriculum Tutor

STEM Programme: The STEM programme is delivered through practical hands on workshops, family events and teacher training within five key themes: Aerospace, Renewable Energy, Environmental Science, Food Science and Sustainable Design, these themes make the most of the existing expertise in the wider Prince's Foundation, as well as the local large engineering employers. A standard day's work would involve setting up, delivering, and clearing up workshops from 9am-3pm, with time for programme development, planning and other activities in afternoons and non-school days.

Due to themes and existing expertise on the estate a candidate with a background in physics, engineering or digital technologies would be at an advantage. The candidate should however be comfortable teaching a wide range of STEM to a primary and early secondary school level, with support from the wider Education team and Industry experts.

The wider education programme on Dumfries House Estate is delivered across themes including: STEM; Food, Farming and Horticulture; Outdoor Activity; Textiles and Building Crafts. Due to the holistic nature of the programme, the post holder will be required to assist in these areas from time to time, take part in CPD in these areas and work with colleagues across the education team on cross curricular education projects.

The post holder will assist in the development and implementation of workshops, industry training programmes, short courses and project related education activity including large scale events and cross curricular delivery. The post holder will also prepare and deliver classes across a range of ages as well as maintaining stakeholder relationships with industry and education partners.

Key Tasks

Core Duties will include:

Supporting the Education Director and Curriculum Manager to ensure the smooth delivery of the Prince's Foundation's education strategy and core STEM programmes, a responsibility which will include:

- Develop, support, lead and evaluate STEM workshops, programmes and activities, based on the STEM Education Strategy and school curriculum with links to UK wide education, training and employment strategies.
- Prepare and maintain equipment and facilities prior to and following education activity, monitor and request stock as appropriate.
- Ensure the Prince's Foundation STEM education and wider education programme is delivered to an exceptional standard to secure The Prince's Foundation's position as a focal point for high quality STEM education.
- Keep up to date with current practices and policies in STEM education, through CPD and personal development.
- Support the development of strong relationships with industry and education partners such as STEM Industry funders and partners, STEM Education organisations and charities and local authority and Scottish Education representatives.
- Work with industry practitioners across the UK to ensure relevant course content, through co-delivery and design of workshops and activities.
- Further the wider education work of The Prince's Foundation through contribution to team meetings, joint education activity and events and cross curricular CPD sessions

- Ensure education activity is recorded in a timely manner and contribute to education reports for directors, partners and funders.
- Ensure all lessons are suitable for the learners by writing, following and updating Risk Assessment documents, and following first aid and incident reporting procedures where necessary.
- Support the STEM manager to ensure that the maintenance of the STEM building(s) is completed, informing relevant Prince's Foundation staff when maintenance is required.
- Maintain familiarity with The Prince's Foundation handbook and relevant HR procedures.
- Undertake any other duties as may reasonably be required of you in the post.

It is in the nature of the work of the Prince's Foundation that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their Job Description have to be undertaken.

Person Specification

Essential skills, knowledge and experience required are:

- The successful candidate should be educated to degree level, or have equivalent experience/qualifications, in a relevant STEM subject, STEM education or STEM industry.
- The post holder should be able to demonstrate prior experience educating and engaging with young people or community groups through STEM activities.
- Understanding of and support for the ethos and principles underlying the Prince's Foundation education programme.
- Able to represent the Prince's Foundation professionally at all times.
- Excellent interpersonal and communication skills; planning, setting agendas, coordinating/ conducting meetings, events, and workshops.
- Strong organisation skills and the ability to work with minimal supervision.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.
- The ability to work within a team, maintaining positive relationships with the wider education team, yet demonstrate personal drive, accountability and ownership to deliver a high level of output is essential.
- Ability to create high quality presentations/visual aids. Working knowledge of Microsoft Office software (PowerPoint, Excel and Word), Windows, Adobe.

Desired skills, knowledge and experience required are:

- Knowledge of the future UK wide STEM skills shortage, growth industries and how this impacts employers and future employees.
- Knowledge of the education and training environment in relationship to schools and further education.
- Awareness of the United Nations Sustainable Development Goals.
- Willingness to occasionally travel for work within and outwith the UK.

Other:

- The post will be based at Dumfries House, Cumnock Ayrshire with the requirement to travel on occasion. A driving licence is required for this post; mileage expenses over and above the normal commute to and from work will be paid.
- Your working hours will be based on 37.5 hours per week linked to the target audience needs. Job share may be considered for suitable candidates.
- Occasional lone working will be required due to the nature of the estate.
- Willingness to work occasional weekends or evenings as required for education or wider estate events.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure and Barring Service.
- Some travel within the UK and occasionally overseas may be necessary.