



JOB DESCRIPTION

Position:	STEM Curriculum Tutor
Reports to:	STEM Curriculum Manager
Salary:	£25,000- 28,000
Hours:	Full Time (37.5 hours), job share and/or flexible working considered for the right candidate
Location:	Dumfries House, East Ayrshire

About 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.

Location

The post is based at the offices of the Prince's Foundation at the Dumfries House Estate, Cumnock, Scotland KA18 2NJ

The Role:

The STEM programme is delivered through practical hands on workshops, family events and teacher training within four key themes: Aerospace, Green Energy, Environmental

Science, and Sustainable Design, these themes make the most of the existing expertise in the wider Prince's Foundation, as well as the local STEM employment opportunities and expertise.

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 STEM subjects out with their area of expertise to a primary and 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; Hospitality; 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

Specific 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:

- Designing, supporting and delivering STEM workshops activities to a primary and secondary audience in line with The Curriculum For Excellence, Learning for Sustainability, STEM education strategy and the Principles of Harmony.
- Participate in evaluation and review of workshops and education activities in a timely manner and contribute to education reports for directors, partners and funders.
- Ensure education activities are suitable for learners by writing, reviewing, updating and following risk assessments, as well as following health and safety procedures for first aid and incident reporting.
- Keeping up to date with current practices and policies in STEM education, through networking, CPD and personal development.
- Supporting 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 these partners to enhance the STEM offer at Dumfries House through co delivery and design of workshops and activities.
- Preparing, and maintaining equipment and facilities to a high standard prior to and following education activity, monitor and request stock as appropriate.
- 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
- 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 must be undertaken.

Person Specification

The essential skills, knowledge and experience required are:

- The successful candidate should have recent and relevant STEM industry or STEM education experience or be educated to degree level in a relevant STEM subject.
- The post holder should be able to demonstrate prior experience educating and engaging with young people or community groups through STEM activities.
- Able to develop and implement STEM learning resources linked into curriculum themes.
- Able to represent the Prince's Foundation professionally at all times.
- Excellent interpersonal skills; planning, setting agendas, coordinating/conducting meetings, events, and workshops.
- Excellent communication and presentation skills.
- 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.
- Ability to create high quality presentations/visual aids. Working knowledge of Microsoft Office software (e.g. PowerPoint, Excel and Word), Windows, Adobe.
- Some travel within the UK and occasionally overseas may be necessary.
- Possession of a valid driver's license and access to a vehicle.

Desirable 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, and how these relate to industry and education.

Other:

- The post will be based at Dumfries House, Cumnock Ayrshire with the requirement to travel on occasion. A driving license is required for this post;
- This post is based on a full time 37.5 hours per week linked to the target audience needs. Job share and/or flexible working 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 or PVG.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson:- hr.recruitment@princes-foundation.org

Closing Date: 1st March 2023