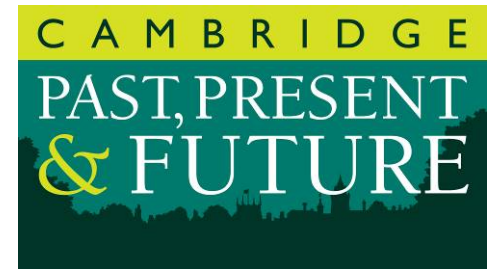


**Title:** Consultant Education Advisor for Cambridge Past, Present & Future (CPPF)

**Accountable to:** Chief Executive

**Summary:** To ensure the quality standards and continuous development of CPPF's school's education programme in line with changes in the education sector and CPPF operating environment

**Rate/Payment:** £90-120 per day (inclusive of travel expenses) – depending on experience



CPPF is a local charity that delivers outdoor education activities from its Education Centre at Wandlebury Country Park. The charity has run this successful programme since 2001 and receives 2-3,000 school children per annum (mainly primary age). The main activities are science/nature, Iron-Age and orienteering. The school sessions are delivered by freelance Field Teachers with the delivery organised by an Education & Events Co-ordinator (member of staff). Feedback from schools is very good.

Following the departure of our Education Manager in the autumn and the recruitment of additional Field Teachers in spring 2017 we are now looking to secure the services of a self-employed consultant Education Advisor. The Advisor will ensure that we have educational expertise at the charity's disposal in order to ensure the quality standards and continuous development of our education programme.

We are looking for an Advisor who shares our passion for outdoor education and who would be willing to work with us over several years to help us. They will have been a teacher in a primary school, where they will have gained good experience and understanding of the education system. They will also have had experience of outdoor learning. Experience of assessment and educational improvement would be beneficial.

The table below sets out the key tasks that we would like the Advisor to carry out. In the first year, work would be required to get up to speed and this has been factored in. One of the main requirements is to assess our schools' education programme and produce a report for the Chief Executive in early December. If any changes to the programme are required as a result of this assessment then they would be put in place in time for the following spring, and the Advisor would be expected to assist the charity with this work.

A commitment to c18 days' work up to early December is required. We are looking for an Advisor who has the flexibility to carry out more work if required.

Please apply **by 16 April** to [ceo@cambridgeppf.org](mailto:ceo@cambridgeppf.org) You should supply a CV as well as a covering letter that sets out your relevant skills/experience in relation to this role and why you think we should appoint you. For further information or an informal discussion please contact James Littlewood on 01233 243830 or [ceo@cambridgeppf.org](mailto:ceo@cambridgeppf.org)

## Key tasks for Year 1 (May-Mar 2018/19)

	Work required	Time	When
1. Initial work to get up to speed on CPPF Education programme	<ul style="list-style-type: none"> <li>Briefing with CEO and E&amp;E Coordinator</li> <li>Review docs/files</li> <li>Meet Teachers, and familiarise Education Centre, teaching resources and Wandlebury Country Park</li> <li>Shadow Field Teachers</li> </ul>	<ul style="list-style-type: none"> <li>.5 days</li> <li>2 days</li> <li>1 day</li> <li>4 days</li> </ul>	<ul style="list-style-type: none"> <li>May 2018</li> <li>May 2018</li> <li>May 2018</li> <li>May-Oct 2018</li> </ul>
	Total	8 days	
2. Keep abreast of changes in the National Curriculum, schools' education and outdoor learning and ensure that CPPF educational activities are aligned with them.	<ul style="list-style-type: none"> <li>• Monitor changes via updates from DoE, LEA, etc</li> <li>• Read curriculum &amp; compare with CPPF offer</li> <li>• Research competitors to compare</li> <li>• Write summary report 1pa</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>1.5 day</li> <li>1.5 day</li> <li>.5 day</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Nov 2018</li> <li>Nov 2018</li> <li>Dec 2018</li> </ul>
3. Advise CPPF of any opportunities/threats to CPPF education programme arising from any changes in the operating environment (eg competitors, changes to curriculum, changes to schools budgets, etc, etc).		Total	4.5 days
4. Continue to develop and revise as necessary CPPF schools educational activities, including resources for pupils/teachers. Including consideration of value for money/delivery costs/competitiveness.	<ul style="list-style-type: none"> <li>• Revise CPPF educational activities (depends if/what needed, at hourly rate)</li> </ul>	TBC (Hourly Rate)	Nov-Mar 2018
5. Carry out periodic quality checks on CPPF education programme to ensure quality	<ul style="list-style-type: none"> <li>• Shadow educational visits x 6 (Science, Orient, Iron-Age). (Incl Travel)</li> </ul>	3 days	May-Oct 2019

standards remain high and report to CEO. Where necessary assist CPPF to take corrective action.	<ul style="list-style-type: none"> <li>Solicit feedback from sample of schools</li> <li>Action (if required at hourly rate)</li> </ul>	1 day TBC	May-Oct 2018
	Total	4 days	
6. Recruit and induct Field Teacher contractors to ensure there is a sufficient pool of contractors to deliver CPPF education programme. (Any recruitment to be carried out with CPPF employees). Occasionally you may need to deliver schools education if there are no suitable contractors available (this would be paid at the same rate as Field Teachers). Advise CPPF on changes to Field Teacher pay or terms and conditions.	<p>If required:</p> <ul style="list-style-type: none"> <li>Help draft recruitment advert &amp; advise on advertising</li> <li>Short-list applications</li> <li>Devise interview questions</li> <li>Interview candidates</li> <li>Arrange induction for new Teachers</li> <li>Check new Teachers ready</li> <li>Support new Teachers if required.</li> </ul> <ul style="list-style-type: none"> <li>Annual review of pay/T&amp;Cs</li> </ul>	TBC (Hourly rate)	Jan-May 2019
		0.25 day	Nov 2018
7. Ensure that relevant data on the CPPF education programme is being collected and reported on, and annually review the CPPF education programme, including costs, income, pricing and value-for-money and if necessary recommend any changes to CPPF. Keep under review the demand for use of Wandlebury as an educational resource.	<ul style="list-style-type: none"> <li>Liaise with CPPF staff</li> <li>Annual review/report</li> </ul>	0.5 day 3 days	May-Oct 2018 Dec 2018
	Total	3.5 days	
8. Organise and procure field teaching equipment and resources in the Education Centre (in consultation with relevant CPPF staff)	<ul style="list-style-type: none"> <li>Check resources 1 x pa and advise on what required.</li> </ul>	0.5 day	Nov 2018

9. Submit application to Learning Outside the Classroom every 18 months	<ul style="list-style-type: none"> <li>Complete application</li> </ul>	1 day	Nov 2018
10. Any other tasks as agreed with the CEO.		Hourly rate	
Days identified		20.25	May-Dec 2018
Estimate of additional time at hourly rate		TBC	Nov-Mar 18/19