



Job Vacancy Information Pack

Post: Education Assistant

Job Reference: EX512 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunity monitoring form at the end of the job application form. The equal opportunity monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Education at Yorkshire Wildlife Park

At Yorkshire Wildlife Park, our goal is to provide visiting students of all ages with a rich educational and recreational experience. We accomplish this by offering various informal and formal learning opportunities to schools and other educational groups. Our aim is to inspire in children and adults a respect, awe and appreciation for all animals and our natural environment and to positively influence guest behaviour.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.



How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email:

recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title:	Education Assistant
Reporting to:	Education Manager
Department:	Education
Qualifications/ Experience:	Relevant teaching experience including outdoor education

Primary Responsibilities

To work under the supervision of the Education Manager to develop and deliver formal and informal education. Assist the Education Manager with the development of educational resources and educational programmes.

Key Work Objectives

- To provide teaching services to schools and other groups visiting YWP within the guidelines provided by the Education Manager.
- Ability to use own enthusiasm to make each learning experience fun and interactive wherever possible.
- Ability to learn new skills and information within a strict time limit.
- To assist in arranging courses, programmes and meetings to further the educational objectives of YWP.
- To ensure that the education service maintains standards of quality and performance, achieves targets and implements the education policy and strategy.
- Work with the education team to modify existing programs/resources and develop new ones.
- To assist in caring for the health and welfare of the education animals.
- Conduct research and produce reports for interpretation and educational resources as requested.
- Assist with the organisation and co-ordination of YWP Ranger Academy programmes, Expedition Evenings and other events.
- Promote the educational services of Yorkshire Wildlife Park.
- Keep up to date with new curriculum developments.
- Assist in keeping the Discovery Forest Classroom building clean and tidy.
- To ensure the maintenance and security of educational equipment and materials.

General

- Maintain the highest levels of professionalism, service, and personal appearance at all times.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties which may be requested of you by the management team.



Job Specification

Job Title:	Education Assistant
Reporting to:	Education Manager
Working Hours:	Basic of 40 hours per week scheduled in accordance with business requirements and with the ability to be flexible as the business requires
Salary:	£1,754.13 gross per calendar month
Contract:	Fixed Term
Contract Duration:	March 2023 – 31 st August 2023
Purpose of role:	To work under the direction of the Education Manager to develop and deliver formal and informal education programmes

Main Duties & Responsibilities:

- Delivery of education programmes to visiting schools including solo delivery of sessions.
- To adapt teaching styles and differentiate within sessions for early years foundation stages through to college level students on a variety of wildlife/conservation-based topics. This will include handling reptiles and invertebrates.
- Working with the Education Manager to continue to enhance formal and informal education programmes for a wide range of audiences.
- Maintain existing and development of new educational resources.
- Assist with general education administration duties at peak times.
- Daily cleaning of classrooms and tidying away of teaching resources.
- Assisting with the set up and delivery of YWP Ranger Academy courses.
- Ensure all aspects of our school visits are handled professionally.
- Assisting other departments when required and during school holidays.

Candidate:

- Ability to work under pressure and to a tight schedule.
- Excellent interpersonal skills.
- Enthusiastic and self-motivated. Must be able to work effectively as part of a team.
- Ability to communicate effectively at all levels.
- Must be flexible and able to work during our peak times for park events which include weekends, bank holidays and school holidays and at least one late evening per week during the summer term.
- Content to work in an outdoor environment in all weather.



The successful candidate will be required to undertake an enhanced Disclosure and Barring service check, the cost of which will be met by YWP.

Start Date: As soon as possible

Closing date for applications: Sunday 26th March 2023



Person Specification

Job Title: Education Assistant

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Teaching experience including solo delivery to a group of learners	E
Working with children with emotional or behavioural problems	D
Basic administrative experience	E
Experience with producing educational resources	E
Experience of delivering learning outside of the classroom	E
Previous work in a paid conservation education role within an animal collection.	D
Previous experience within a customer facing role	E
Skills/ Abilities	
Excellent organisation skills	E
Ability to handle conflicting situations	D
Well-developed IT skills; familiarity with Microsoft Office and with the use of email and internet	E
Good written and verbal communication skills	E
Ability to communicate clearly with children aged four to sixteen years	E
Excellent time management and ability to meet deadlines	E
Demonstrated commitment and enthusiasm	E
Must be confident with the handling of a number of reptiles and invertebrates	E
Knowledge	
Child development and the ways in which children learn	E
Sound knowledge of nature conservation, environmental issues and learning outside the classroom	E
A good background knowledge of YWP's animal collection	D
Qualifications	
GCSE level in numeracy and literacy	E
Degree level qualification in education /conservation or similar subject.	E
Full clean driving licence	D