

Mighty Oaks Summer Club 2026 – Freelance Tutor Workplan
29 June – 4 August 2026

Workplan Title	Schools Tutor at Edinburgh site 30.06.26 (flexible start date) – 4 August 26
Facilitator Name	
RBGE Staff Contact Name	Manager – Cath Ashby Daily supervisor – Harry Soolia
Planned Timescale	29 June – 4 August 2026 (with some flexibility at the start and end)
Breakdown of working hours (approx.)	<p>£4000 (includes approx. 192 hours work)</p> <ol style="list-style-type: none"> 1. Training, induction & prep up to 31.5 hours - dates TBC <ul style="list-style-type: none"> 10.5 hours (flexible at home) online safeguarding, RBGE core training, meetings, policies and procedures, ideas sharing, research 7 hours - week plan and activities prep (on-site/hybrid) – TBC 7 hours - set up room & kit prep (on-site) – TBC week beginning 29 June 7 hours - training day with volunteers (on-site) – Thu 2 or Fri 3 July 2. Teaching delivery starts - 150 hours <ul style="list-style-type: none"> 20 days delivery x 7.5 hours/day - 9.00 – 16.30 <ul style="list-style-type: none"> • 6 – 10 July • 13 – 17 July • 20 – 24 July • 27 July – 31 July 3. Tidy, tie up & evaluation – 10.5 hours <ul style="list-style-type: none"> 1 day (on-site) on 3 Aug (7 hours) - kit tidy & takedown 3.5 hours for a final meeting & feedback write up (online)
Audience	Children 8 – 12 years; max 15 children per week
Aims	<ul style="list-style-type: none"> • Children experience a high quality, engaging week full of age-appropriate sessions which supports their learning about and understanding of nature, plants and sustainability. • They have an enjoyable experience in the garden. • They are more enthused about plants, feel more connected to nature and are encouraged to think of ways they can act to protect plants and nature. • Children feel welcome, safe and supported so they can enjoy any wellbeing benefits of being in the garden.

Details

The freelance tutor is expected to:

- Undertake PVG Disclosure process & have their own public liability insurance in place
- Assist the Botanics' Learning Officer to deliver a high quality and engaging experience
- Deliver the core mission of Royal Botanic Garden Edinburgh through fun, innovative and engaging sessions and model the love of plants, nature and the outdoors
- Ensure any materials meet copyright and accessibility regulations and that we comply with EDI guidelines
- Follow teaching and activity plans for each day of delivery and to assist with making modifications to the dynamic programme according to weather, needs and preferences of the children
- Always follow Royal Botanic Garden Edinburgh's health and safety protocols and implementation of risk assessments and policies, and with consideration of appropriate safeguarding of the children
- Assist with set up and take down of activities, ensuring all resources and materials are cleaned, maintained and properly stored and to report any issues with kit promptly
- Support student placements and volunteers
- Assist with welfare of children – for example meeting and greeting parent-carers and children, covering lunch breaks, responding to emergency situations and contributing to individual child support plans
- Complete any mandatory training required, e.g. safeguarding
- Reflect on your own and others practice and give and take feedback for personal growth and to ensure the best experience for children and the team
- Communicate in a timely and appropriate manner

Liaising with Botanics' team and other staff:

- For **overall management**, e.g. project review, issues you may have or agreeing workplans, liaise with Cath Ashby, School Programmes Manager, cashby@rbge.org.uk
- For **planning and daily operational matters** liaise with Primary outdoor learning officer Harry Soolia, hsoolia@rbge.org.uk
- For **bookings and availability** liaise with Eilidh Warnock or other education admin team staff, schools@rbge.org.uk
- For any questions about invoicing email education@rbge.org.uk
- Liaise with Visitor Welcome Team reception staff on the day when delivering sessions, with queries about the space, first aid issues, access and weather issues.
- Notify Harry with requests for replacement kit, repairs needed in room, or any extra **required resources**.
- Report any **safeguarding concerns** to our safeguarding officers at dsl@rbge.org.uk as soon as you can. Make an accurate fact-based record with date and as many details as possible. Cath Ashby & Kirstin Corrie are your nearest safeguarding officers.

Royal Botanic Garden Edinburgh Schools' Team will:

- Support, induct and train the facilitator and provide key policies.
- Provide and source resources for activities.
- Be available for questions over phone, email or video call during working hours. A personal contact number will be provided in case you need to contact us out of hours.
- Provide staff and volunteers and ensure you are supported during delivery and according to ratios needed.
- Communicate in an appropriate and timely manner and respond to any concerns or suggestions you may have.
- Supply kit and resources.
- Retain any confidential information about attendees in accordance with GDPR and share essential operational information