

# Capel Manor College

## Lecturer in Floristry

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### Job Description & Person Specification



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **JOB DESCRIPTION**

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| <b>Post</b>           | Lecturer in Floristry |
| <b>Scale</b>          | Lecturing             |
| <b>Grade</b>          | Scale 19-35           |
| <b>Responsible to</b> | Head of Floristry     |
| <b>Location</b>       | Mottingham            |
| <b>Contract</b>       | Part-time, Fixed-Term |

#### **Key Responsibilities:**

The key responsibility of the Lecturer in Floristry is to contribute to an inspiring, current and appropriate teaching programme and team within the department and college acting as a course tutor, assessor and /or course manager as required. The post holder will be responsible for the planning, delivery and assessment for a range of floristry and event styling courses being delivered from level 1 up to level 3.

#### **Responsibilities:**

1. Planning, delivering and assessing a range of subjects related to Floristry, Floral Design, Event Styling and Event Planning to appropriate examination body standards, including both centre and work-based learning.
2. Participate in the teaching, administration and assessment for a range of accredited and full cost courses offered within the school to include both in class and online teaching.
3. Assist in the developing and delivery to create an enthusiastic, inspiring and professional learning environment.
4. Undertaking course management responsibility including tutorials, interventions, individual learning plans, progress reviews, registrations, result reporting, course reports, online resources, delivery planning and student code of conduct.
5. Take a self-driven responsibility for the continuous personal development of teaching, learning and assessment through teaching observations and developmental feedback.
6. Participate in the development, organisation and delivery of new educational, curricular and non-curricular initiatives undertaken by the College as appropriate.
7. Resourcing and preparation of necessary materials required for course delivery, whilst working within prescribed budgets.
8. Actively participate in industry related events, activities, educational trips to enhance the student experience.
9. Supporting curriculum planning, development and support within the School.
10. Actively participate in the student recruitment/enrolment process for courses and, where appropriate, assist in promotion evenings, open weekend activities and other exhibitions.
11. Liaising with external bodies to promote the courses in aim to recruit a higher number of learners and to raise the profile of the Floristry and Event Styling department within Capel Manor College.
12. Liaising with internal staff with regard to the provision of practical student activities.
13. Liaising with external bodies, visiting guest speakers and representatives of various organisations to enrich the students learning experience.

14. Develop and consolidate contacts with industry, work experience providers and other external organisations as appropriate.
15. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times. Responsible for ensuring that the health and safety of students is maintained whilst undertaking practical sessions.
16. Providing specialist input into the development of new courses, modules, services or activities within the college.
17. Attend meetings as directed and produce reports as may be required.
18. Any other duties of a similar nature as required by the Head of School, team leader and/or delegated course manager.

### **General Responsibilities:**

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participate in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

## **PERSON SPECIFICATION**

### **Qualifications**

- Relevant Level 3 vocational qualification or equivalent in the related field of Floristry and event styling. To include any specialised qualifications relating to the field.
- Teaching Qualification (Certificate in Education, PGCE or DET) or equivalent or a willingness to achieve within a specified period.
- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Assessor/ Verifier Award or a willingness to achieve within a specified period.
- Desirable - Internal quality assurer qualification or a willingness to achieve within a specified period.

### **Experience**

- Worked in a training or educational learning environment
- Experience of teaching course delivery to include the planning.
- Evidence of continuous professional development.

### **Skills, Abilities and Knowledge**

- Range of experience and knowledge of additional related skills relevant to the field of floristry and event styling.
- A commitment to and enthusiasm for teaching and guidance of students at all levels and age groups.
- The ability to develop positive working relationships with individuals at all levels.
- The ability to communicate effectively orally and in writing.
- Effective communication and organisational skills and ability to work on own initiative as well as part of a team.
- Sound administrative skills and an understanding to use Microsoft office applications
- Good time management skills
- The ability to work effectively as part of a team, supporting others as required.
- Good Record-keeping and demonstrate importance of continual quality improvement
- Demonstrate use of ILT to improve access to learning.
- An ability and additional skills to enhance and develop both existing and new courses in the School

- Demonstrate ability to course manage programmes including liaising and managing meetings with staff across centres.
- Desirable - First aid certificate
- Desirable - Clean driving licence and ability to drive a minibus

#### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery
- Clean driving licence