

Capel Manor College

Arboriculture Lecturer & Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Arboriculture Lecturer & Assessor
Scale	Teaching and Learning Scale
Grade	19-35
Responsible to	Head of Apprenticeships
Location	Enfield with travel to employer workplaces where required.
Contract	Full-time

Key Responsibilities:

The Arboriculture Apprenticeship Lecturer/Assessor will take responsibility for the teaching, assessment of cohorts of apprentices studying at the College. Under the management of the Head of Apprenticeships, the post holder will deliver blended learning programmes and conduct workplace assessment visits to apprentices in the workplace.

Main Responsibilities:

1. Deliver training to meet apprenticeship standard to groups of apprentices following the programme timetable, to design and prepare learning materials for sessions
2. Track and mark and provide feedback on apprentice coursework using the college e-portfolio system.
3. Prepare and conduct workplace triparty progress reviews and assessments with apprentice and employer
4. Provide educational and welfare guidance to apprentices and their employers.
5. Maintain records and statistical checks in relation to own teaching, including enrolment checks, attendance records and individual action plans.
6. Prepare apprentice for End Point Assessment.
7. Liaise with academic staff and college managers with regard to the College's Self-Assessment process.
8. Maintain and contribute to a quality service.
9. To ensure all equipment used during classes and assessments is compliant with regulations and safe to use.
10. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
11. Acting as the focal point in the maintenance of apprentice discipline within the context of the College student disciplinary procedure.
12. Participate in College programmes of staff appraisal and continuing professional development.
13. Develop effective working relationships internally and with external partners.
14. To operate at all times in line with the College's values and behaviours.
15. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Level 3 or higher qualification in Arboriculture, Forestry, Woodland Management or a closely related subject.
- Relevant and current industry competency certificates appropriate to the delivery of the Arborist apprenticeship, including chainsaw operation, tree climbing, aerial rescue and aerial cutting.
- Level 2 qualification in English and Maths or a willingness to achieve within a specified period.
- Evidence of continuous professional development
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)
- Assessor and / or internal verifier awards or willingness to achieve (support will be given to gain accreditation over a specified period.)

Experience

- Substantial and current occupational experience within the arboriculture industry.
- Practical experience and sound knowledge of all or most of the following areas:
 - tree identification, biology, health and condition;
 - tree planting, establishment and aftercare;
 - formative and remedial pruning;
 - tree climbing, work positioning and aerial rescue;
 - safe and effective use and maintenance of chainsaws and arboricultural equipment;
 - aerial cutting and dismantling operations;
 - processing and disposal of arisings;
 - tree pests, diseases and disorders;
 - relevant arboricultural legislation, environmental requirements and industry guidance;
 - risk assessment, emergency planning and safe systems of work; and
 - protection of people, property, wildlife and the environment during arboricultural operations.
- Experience of training, mentoring, supervising or assessing apprentices, trainees or colleagues in the workplace is desirable.
- Experience of working with employers to support apprentices' development and progress is desirable.

Skills, Abilities and Knowledge

- Comprehensive practical and theoretical knowledge of arboricultural operations and current industry practice.
- Ability to demonstrate arboricultural techniques safely and to a high professional standard.
- Strong knowledge of health and safety requirements relating to arboriculture, including working at height, use of chainsaws, lifting and lowering equipment, personal protective equipment and emergency procedures.
- Knowledge of relevant legislation and guidance, including wildlife, environmental protection, biosecurity and tree protection requirements.
- Ability to plan and deliver engaging practical and theoretical teaching that develops the knowledge, skills and behaviours required by the Level 2 Arborist apprenticeship.
- Ability to assess apprentices' competence in both college and workplace settings and provide clear, constructive feedback.
- Ability to monitor apprentices' progress, maintain accurate records and support them in preparing for end-point assessment.
- Sound administrative and digital skills, including confident use of Microsoft Office and electronic learning or apprenticeship management systems.
- Effective communication and organisational skills, with the ability to work independently and collaboratively as part of a team.
- Ability to establish effective professional relationships with apprentices, employers and other stakeholders.
- Confidence in using performance information, feedback and assessment evidence to guide decisions and improve teaching and learning.
- Ability to communicate effectively, both orally and in writing.
- Ability to deliver face-to-face, online and blended learning using appropriate resources and technology, or a willingness to develop these skills.

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, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required