

Capel Manor College

Landscaping and Horticulture Lecturer & Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Landscaping and Horticulture Lecturer & Assessor
Scale	Teaching and Learning Scale
Grade	19-35
Responsible to	Head of Apprenticeships
Location	Enfield with travel to all sites
Contract	Full-time

Key Responsibilities:

The Landscaping and Horticulture 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 Landscape Architecture/ Garden Design and Horticulture (preferable)
- 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

- Relevant industrial experience and/or sound knowledge of all or most of the areas listed below:
 - garden design
 - planting design,
 - horticulture
 - hard landscape materials & construction

Skills, Abilities and Knowledge

- Confidence using VectorWorks, DigiMap, Sketch-Up or other similar 2D/3D Computer Aided Design software
- Sound administrative skills including use of MS office suite
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- Comfortable using data and feedback to guide decisions and drive improvement
- The ability to communicate effectively orally and in writing.
- To be able to deliver online / blended classroom lessons using appropriate resources or willingness to learn

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