

Capel Manor College

Landscaping and Horticulture Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Landscaping and Horticulture Assessor
Scale	Business and Learning Support
Grade	Points 26-29
Responsible to	Head of Apprenticeships and Business Development
Location	Enfield with travel to other sites
Contract	Full-time, Permanent

Key Responsibilities:

The Landscaping & Horticulture Work-Based Assessor will be responsible for supporting, training and assessing learners undertaking work-based landscaping and horticulture qualifications, including provision delivered through the London Talent Pathways programme.

The post-holder will work closely with learners and employers to support the development and assessment of occupational knowledge and practical skills within the workplace. This will include undertaking regular workplace visits, conducting practical observations and assessments, supporting learners to develop assessment portfolios, providing developmental feedback, and ensuring learners make timely progress towards successful completion of their qualification.

The post-holder will also contribute to workshops and other learning activities where required, including the preparation of appropriate teaching, learning and assessment materials.

The successful candidate will have strong occupational competence within horticulture and/or landscaping, combined with the ability to motivate and support learners from a range of backgrounds. They will have a passion for the horticulture industry and the ability to translate their professional experience into high-quality work-based learning and assessment.

Responsibilities:

1. Deliver and assess work-based landscaping and horticulture qualifications, including qualifications delivered through London Talent Pathways and other College-funded or commercial programmes.
2. Provide high-quality training, coaching and assessment to learners in the workplace, ensuring individual learning and development needs are identified and supported.
3. Plan and undertake regular workplace visits with learners and employers to review progress, undertake assessment activity and agree clear actions and targets.
4. Conduct practical observations and assessments in the workplace in accordance with awarding organisation requirements and the relevant qualification assessment criteria.
5. Support learners to understand qualification requirements, assessment criteria and the evidence required to successfully complete their programme.
6. Support learners in the development and completion of high-quality assessment portfolios, ensuring evidence is valid, authentic, current, sufficient and reliable.
7. Assess and provide constructive developmental feedback on learner evidence using the College's e-portfolio and other relevant systems.
8. Design and prepare appropriate learning and assessment materials, including resources to support practical and theoretical learning.
9. Prepare and deliver individual or group workshops where required to develop learners' occupational knowledge and practical horticultural skills.
10. Develop individual assessment and learning plans that reflect learners' existing knowledge and experience and support timely achievement of their qualification.
11. Monitor learner progress closely, identifying learners at risk of falling behind and implementing appropriate interventions and support.
12. Maintain regular and effective communication with employers and workplace supervisors regarding learner progress, assessment opportunities and any barriers to successful completion.
13. Maintain complete, accurate and timely learner records, including assessment evidence, progress reviews, attendance, engagement and achievement information.

14. Ensure all learners and programme documentation meet College, awarding organisation and funding body requirements, including the requirements of the London Talent Pathways programme and relevant Adult Skills Fund provision.
15. Contribute to learner enrolment, initial assessment, induction and programme sign-up processes in accordance with College and funding requirements.
16. Support learners to develop wider employability, professional and occupational skills relevant to progression within the landscaping and horticulture sector.
17. Embed English, mathematics and digital skills within learning and assessment activity where relevant to the learner's programme and occupational context.
18. Provide appropriate educational, pastoral and welfare support to learners and refer learners to specialist College services where additional support is required.
19. Carry out workplace health and safety assessments where required and ensure learners understand their responsibilities relating to safe working practices.
20. Comply with College quality assurance processes, including internal quality assurance, standardisation, sampling and awarding organisation requirements.
21. Participate in standardisation and continuous professional development activities to ensure assessment practice remains current, consistent and aligned with awarding organisation requirements.
22. Continuously seek feedback from learners and employers and contributing to improvements in the quality and responsiveness of work-based provision.
23. Contribute to the delivery and assessment of other professional, industry and short-course provision within the College where appropriate to the post-holder's occupational competence.
24. Work collaboratively with curriculum, employer engagement and business development teams to identify workplace learning and progression opportunities for learners.
25. Support the promotion and recruitment of learners to London Talent Pathways, work-based horticulture qualifications and other relevant College provision, including attendance at employer events, careers events, open days and industry activities where required.
26. Develop and maintain positive relationships with horticulture and landscaping employers, supporting the College's wider employer engagement and workforce development objectives.
27. Undertake any other duties commensurate with the grade and responsibilities of the post.

General Responsibilities:

1. Promote 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

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 3 Horticulture Qualification
- Landscaping qualification (desirable)
- Relevant industry tickets such as the Safe Use of Pesticides (desirable)
- Assessor and/or internal verifier awards are desirable

Experience

- Relevant horticultural and landscaping industry experience is essential
- Experience working with apprentices is desirable
- Experience providing training and instruction to others

Skills, Abilities and Knowledge

- An understanding of apprenticeship frameworks is desirable
- To be able to instruct and assess practical skills
- Excellent administrative skills including use of MS office suite
- Effective communication and organisation skills
- Ability to develop positive working relationships with individuals at all levels
- The ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing
- Enthusiasm to share passion of horticulture and landscaping with others

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