

# Capel Manor College

## Lecturer in Horticulture

---

### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Lecturer in Horticulture
<b>Scale</b>	Lecturing
<b>Grade</b>	Scale 19-35
<b>Responsible to</b>	Team Leader
<b>Location</b>	Enfield
<b>Contract</b>	Part time, Fixed Term

### Key Responsibilities:

The key responsibility of the Lecturer in Horticulture is to carry out their responsibilities in accordance with college policies, actively supporting the mission of Capel Manor College as outlined in the strategic plan.

### Responsibilities:

1. Contribute to the teaching programme of the College in liaison with College staff
2. Maintain, contribute to and deliver a quality teaching and learning service
3. Maintain a safe and healthy working environment in accordance with the College's health and safety policies and procedures
4. Operate within the College's Equality Framework to achieve targets

### Lecturer/Course Development and Co-ordination

1. As part of the school team, the lecturer acts as the main point of reference for students in a particular year or course group, this includes:
  - a. Participation in inducting students
  - b. Providing educational and welfare guidance
  - c. Assisting students in preparing individual action and learning plans
  - d. Following up student absence and tracking their course work
  - e. Acting as the focal point in the maintenance of student disciplinary procedures
  - f. Undertaking exit interviews with students
  - g. Preparing administrative returns and reports, as may be needed in relation to students, including destination records
  - h. Writing student references
  - i. Completing UCAS and other forms with students
  - j. Participation in activities to publicise courses, advice events & open days
  - k. Assists in planning and developing courses and course materials
  - l. Participation within one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning

### Subject Specialist Duties and Responsibilities

1. Delivery changes and developments may be required in relation to the demands of the School Curriculum Plan
2. Responsibility for learner progress monitoring & tracking, Individual Learning Plans and holding regular tutorials
3. Providing specialist advice and guidance relating to horticulture activities and developments
4. Supporting curriculum planning, development and support within the School
5. Researching and producing course materials to meet the needs of all learners
6. Developing materials for the college VLE (Moodle) which are interactive and engaging for all learners and enabling efficiency in topic delivery
7. Liaising with horticulture practical instructors, technicians and internal staff with regard to the provision of practical learner activities
8. Ensuring regulations and policies relating to health and safety are adhered to at all times, and with specific reference to the undertaking of practical studies

## **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
- Teaching qualification or willingness to achieve, support will be given to gain accreditation over a specified period
- Certificates in any NPTC related short courses; PA1, PA6A, use of mowers etc.
- Assessor awards, training will be provided to achieve these
- Evidence of continuous professional development
- Specialist knowledge in one or more of the following areas:
  - Plant or soil science including plant propagation
  - Machinery
  - Turf culture
  - Plant protection
  - Hard or interior landscape
  - Organic husbandry
  - Horticultural therapy
  - Garden centre technology

### **Experience**

- Sound experience of teaching and assessing in a college or training environment
- Experience of working with learners with different learning needs
- Experience of managing a pressurised and demanding role
- Experience of curriculum development in an educational or training environment

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

- A commitment to and enthusiasm for the teaching and guidance of students at all levels
- The ability to develop positive working relationships with individuals at all levels
- Familiarity with Information Learning Technology applications
- To be able to instruct and assess practical skills
- The ability to work effectively as part of a team, supporting others as required
- Sound administrative skills
- Active interest in use of ILT to improve access to learning
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team

### **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

