

Capel Manor College

Team Leader in Horticulture and Landscaping/Garden Design

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Team Leader in Horticulture and Landscaping/Garden Design
Scale	Lecturing
Grade	Points 27-37
Responsible to	Head of School in Horticulture
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The key responsibility of the Team Leader in Horticulture and Landscaping/Garden Design 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.

Overall Responsibilities:

1. To lead, manage and develop the curriculum area within the parameters set by the Head of School
2. To support the Head of School with developing full time provision at all campuses
3. To lead on quality assurance for agreed delivery programmes by working collaboratively and innovatively with the team to ensure a culture of self-assessment and continuous improvement
4. To promote high standards of teaching and learning within the area, producing high standards of student achievement, progression and value added
5. To undertake teaching activities in all and any curriculum areas as determined by the School's annual curriculum plan, ensuring a high quality of provision in response to student and employer/industry needs and promote new ways of teaching

Team Leader Responsibilities:

1. To support the Head of School in ensuring a relevant and up-to-date curriculum is delivered to students to maximise retention, achievement and continuous improvement
2. To manage, support and inspire the team of teachers/PI's to ensure that all students have the very best learning experience and that a consistent approach is embraced with regard to the delivery of the programmes
3. To act as Lead Internal Verifier and to ensure all Quality Assurance procedures are fully complied with
4. To support the development and growth of horticulture and landscaping across campuses and the building of new relationships with external stakeholders

Management:

1. To plan, manage and develop agreed curriculum area. Ensuring all programmes within the curriculum area run smoothly with well-planned co-ordination between delivery team and students
2. Ensure all relevant college procedures and policies are followed and completed from registration through to tracking of achievement and claiming of results
3. Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the School
4. Attend and contribute to relevant college meetings, including Enrolment, Open events, Employer Events, and Awards Events as appropriate
5. Support Curriculum Leader with timetabling

Team Management:

1. Managing a team of Teachers/Practical Instructors and taking ownership of performance by; using SMART targets in regular one to one's, appraisal, conduct, development, recruitment and absence management, in accordance with College policies and procedures
2. Acting as the first point of contact for team members and supporting them in their role by making decisions and resolving problems
3. Working with team to ensure there are suitable resources available for delivery of programmes across all relevant campuses

4. Work closely with colleagues within the School and across College to respond to the needs of students and ensure equality and diversity is promoted at every opportunity
5. Encourage all team members to work in a collaborative way and to continually to review and share good practice
6. Manage and lead the team in the ensuring compliance with relevant college procedures (including Health & Safety and Equality & Diversity)
7. Organise and support course teams with curriculum design, planning and delivery to ensure good practise is shared and the quality of learning experience is inspiring and consistent across all programmes
8. As part of the Horticulture Management team, advice and assist teachers/PI in all matters related to the delivery of subject specialisms ensuring effective use of teachers and resources
9. Acting as the focal point in the maintenance of student disciplinary procedure

Quality Assurance:

1. To ensure all Quality Assurance procedures are fully complied with, including the School SAR, Course Reviews, assessment and verification
2. Participate in undertaking Learning Walks and observations to support the college drive towards excellence in teaching and learning
3. Lead the development and innovation of teaching and learning experiments and strategies within the team as part of the College's policy of continuous improvement
4. Lead curriculum development with regard to the principles of inclusive learning including Individual learning styles
5. To ensure that all college applications and systems are used consistently by the team; ProMonitor, REMS, SharePoint, MS Teams, Moodle etc

Curriculum Development and Growth:

1. Ensure effective liaison with marketing and admission teams in order to plan to increase incrementally the number of school leaver and adult students, in line with College strategic priorities
2. To develop formal and informal links with industry and to ensure curriculum development is industry led

Teaching and Learning:

1. To take part in teaching and learning on programmes (days per week to be agreed by Head of School) delivering and assessing to the appropriate examination body standards across Levels 1 to 3 a range of subjects related to Horticulture, including, but not limited to, Amenity Horticulture, Plant Science, Propagation, Soil Science, Machinery, Landscaping and Ecology, Garden Design
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. Researching and producing course materials to meet the needs of all students
5. Developing materials for the college teaching and learning applications including SharePoint, MS Teams, VLE (Moodle @Capel) which are interactive and engaging for all students and that also enable us to be more efficient in the delivery
6. Liaising with horticulture practical instructors, technicians and internal team with regard to the provision of practical learner activities
7. 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 are maintained whilst undertaking practical sessions
8. Plan, prepare and provide feedback on student work, monitor progress towards individual targets, updating information using ProMonitor and provide timely reports/reviews to students, parents, and College Managers as appropriate
9. Participation in inducting students, providing educational and welfare guidance, assisting students in preparing individual action plans
10. Ensuring that all students are making progress by regular monitoring, setting of targets, undertaking tutorial meetings for student absence, progress and wellbeing
11. Preparing administrative returns and reports as may be needed in relation to students, including destination records, writing student references, completing UCAS and other forms with students

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
- Evidence of continuous professional development
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period)
- Qualified Teacher Learning and Skills (QTLS) status
- Assessor/Verifier awards would be advantageous
- Industry rated competency tickets i.e. Tractor, PA1/6
- Relevant Level 3 Horticulture qualification or equivalent is essential and a relevant Level 4 or above qualification is desirable

Experience

- A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision, including tutorial support and excellent performance at attracting and retaining 16-18 year olds and ensuring they achieve full qualifications
- Experience of working in or with the Horticulture industry
- Experience of Further Education curriculum delivery planning and administration
- Experience of working in a supervisory role and proven experience managing and motivating others
- Experience of management in a pressurised and demanding role would be advantageous

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- 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
- Ability to use a range of technologies and applications; Microsoft Office/SharePoint, MS Teams, etc.
- Active interest in use of ILT to improve teaching and learning
- Working knowledge of the curriculum specialisms offered in the department
- Conversant with Functional Skills/Key Skills requirements applicable to the curriculum
- Up to date knowledge of effective teaching and learning proven through experience and continuing professional development
- An enthusiasm to devise and deliver programmes which attract students into Horticulture
- An understanding of Further Education funding methodologies
- Skilled in liaison and negotiation with others
- Ability to work as a leader and as a member of a team
- Ability to problem solve and make decisions within agreed strategic guidelines
- Flexibility, responsiveness and commitment to the area of work
- Time management skills which demonstrate the ability to work to deadlines

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