

# Capel Manor College

## Lecturer in Garden Design

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

|                       |                               |
|-----------------------|-------------------------------|
| <b>Post</b>           | 0.2 Lecturer in Garden Design |
| <b>Scale</b>          | Lecturing                     |
| <b>Grade</b>          | Points 19-35                  |
| <b>Responsible to</b> | Head of School                |
| <b>Location</b>       | Regents Park                  |
| <b>Contract</b>       | Part-time, Permanent          |

### Key Responsibilities:

The key responsibility of the Lecturer in Garden Design is to contribute to the teaching & learning programme of the College to include its Centers across London (as appropriate) in liaison with College staff. They will liaise with academic and college managers with regard to the College's Self-assessment process and provide personal, year, and course tutoring, as required. They will maintain and contribute to a high quality, professional service. They will maintain a safe and healthy working environment in accordance with the College's health and safety policies and procedures. Operate within the College's Equality & Diversity Framework to achieve essential targets. They will provide specialist input as requested into the development of new courses, modules, services or activities within the College.

### Responsibilities:

1. Act as Course Manager, where appropriate & as agreed with the Curriculum Leader
2. Participate in the teaching, administration and assessment of garden & planting design courses offered by the College (to include all its centres as appropriate), assisting with the Quality Assurance (QA) process
3. Assist in the resourcing and preparation of necessary materials required for course delivery
4. Liaise with internal staff & colleagues with regard to the provision of practical student activities
5. Undertake course administration and prepare course reports (& statistics) as required by the College. (This is part of the quality assurance programme and is essential to help maintain student records and course files)
6. Participate in the development, organisation and delivery of new educational and curricular initiatives undertaken by the College (as appropriate)
7. Support curriculum planning and development within the School
8. Be responsible for ensuring that the health and safety of students and staff is maintained at all times
9. Liaise, develop and consolidate contacts with industry, work experience providers, applicable welfare organisations and other external organisations (as appropriate)
10. Actively participate in the student recruitment/enrolment process for courses liaising with Admissions, Exams and MIS (as required) and, where appropriate, assist in promotion evenings, open weekend activities and other exhibitions
11. Work within prescribed budgets in relation to the need and request for equipment and materials
12. Prepare a work schedule for students and co-ordinate all assessment procedures
13. Maintain up-to-date catalogues of Schemes of Learning for each course
14. Counsel and provide personal tutorship, as required, for individual students and courses
15. Liaise as necessary with the Curriculum Leader concerning individual student progress and development
16. Work with colleagues and staff as a member of appropriate course teams
17. Ensure student discipline is maintained, monitored and managed in all academic situations. (Reporting as necessary to the Curriculum Leader in the first instance)
18. Develop and teach short courses to meet the needs of employers whether at College or off-site
19. Attend meetings as directed and produce reports and feedback if required
20. Assist students in finding suitable employment
21. Undertake other duties of a similar nature relevant to the promotion of the work of the College (as might be reasonably required by the Curriculum Leader)

## **Tutoring/Course Development and Co-ordination**

As part of the course team, the tutor acts as the main point of reference for students in a particular year or course group. The tutor's role includes:

- a. Participation in inducting students
- b. Providing educational and welfare guidance
- c. Assisting students in preparing individual action plans
- d. Following up student absence and tracking their course work
- e. Acting as the focal point in the maintenance of student disciplinary procedure
- 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. Participates in activities to publicise courses
- k. Assists in planning and developing courses and course materials
- l. Participates as member of 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. Delivering and assessing to the appropriate examination body standards across Levels 1 to 3 a range of subjects related to garden design, including, but not limited to, plant studies, garden design styles, professional practice, garden planning, design detailing, ecological and sustainability credentials, etc
2. Course delivery may include full-time, 16 to 18 year old students and/or adults on part-time courses (Levels 1-3) and the Foundation Degree course; changes to your delivery may also be required in relation to the School Curriculum Plan
3. Responsibility for learner progress monitoring & tracking, Individual Learning Plans, plus scheduling & conducting regular tutorials
4. Providing specialist advice and guidance relating to garden design activities and developments
5. Supporting curriculum planning, development and support within the School
6. Researching and producing course materials to meet the needs of all learners
7. Developing materials for the college Virtual Learning Environment (VLE - Moodle @Capel) which are interactive and engaging for all learners and enables efficient delivery
8. Liaising with college practical instructors, technicians and internal staff with regard to the provision of practical learner activities
9. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times. (Equally, ensuring that the health and safety of learners is maintained whilst undertaking practical sessions)

## **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
- Degree, HND and/or relevant qualification in the area of Garden Design
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period)

### Experience

Practical experience and/or sound knowledge of all or most of the areas listed below:

- garden design
- planting design
- horticulture
- excellent plant knowledge
- a thorough understanding of the use of hard landscape materials & construction
- Confidence using VectorWorks, Sketch-Up or other similar 2D/3D Computer Aided Design software is desirable
- Experience with teaching and learning.
- Experience of managing a group

### Skills, Abilities and Knowledge

- Ability to develop courses to promote the interests and skills of the learners
- Ability to work in an educational or training environment
- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively orally and in writing
- Effective communication, administration, and organisational skills.
- Familiarity with Information Learning Technology applications (i.e. Microsoft Office applications, including email)
- Flexibility, responsiveness and commitment to the area of work
- Ability to work on own initiative
- The ability to work effectively as part of a team, supporting others as required

### 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