

Capel Manor College

Golf Greenkeeper/Sports Turf Trainer & Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Golf Greenkeeper/Sports Turf Trainer & Assessor
Scale	Lecturing
Grade	Scale 19-35
Responsible to	Apprenticeships Operations Manager
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The Golf Greenkeeper/Sports Turf Trainer & Assessor post holder will be responsible for delivering learning onsite, conducting workplace assessments, assist with apprentices and their employers and provide support. The successful candidate will mentor individual apprentices and mastery group learning including associated preparation and marking, conduct workplace reviews and assessments using the e-portfolio Smart Assessor. They will support in the design and preparation of learning materials and assessment of apprentices, including formative and summative assessments, internal verification and supervision of examinations.

Responsibilities:

1. To develop the knowledge, skills of apprentices within Horticulture (Golf Greenkeeper/Sports Turf)
2. To manage the Golf Greenkeeper/Sports Turf Apprenticeship employer engagement, product development, and delivery planning
3. To guide and support apprentices from initial enquiry to completion of their apprenticeship
4. Mentor, coach and assess apprentice(s), completing formal progress reviews with individual and their employer (manager)
5. To carry out formal training and assessment, supporting the apprentice with generating evidence to complete all necessary portfolio referencing
6. Use Smart Assessor e-portfolio, ensure all apprentices have the evidence in place for Gateway registration so as to successfully complete their end point assessment by their planned end date
7. Monitor and report on apprentice(s) progress and tracking is kept up to date and accurate
8. To develop formal and informal links with industry and to ensure curriculum development is Industry led
9. To grow Capel Manor College's market, share of apprenticeships in Golf Greenkeeper across London and the South East
10. Lead on the development and delivery of the Golf Greenkeeper/Sports Turf apprenticeships

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 specific period
- Level 3 Assessors award/TAQA, or a willingness to achieve within a specified period
- Relevant qualification or active interest in one of Capel's land based industries

Experience

- Extensive experience in golf greenkeeper or sports turf
- Experience of administration, including the use of Microsoft office software
- Experience of working across department to coordinate activity
- Strong people management experience
- Excellent time management, organisational and planning skills
- Experience of working with employers
- Experience of working with 16-18 year olds, young adults and adult learners
- Experience of working in an educational or training environment
- Understanding of apprenticeships and industry training
- Ability to develop positive working relationships with individuals at all levels

Skills, Abilities and Knowledge

- Understanding of apprenticeships and industry training
- 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
- Excellent administrative skills

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