

# Capel Manor College

## Practical Instructor in Horticulture

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### Job Description & Person Specification



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<b>Post</b>	Practical Instructor in Horticulture
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 4/5 point 15-22
<b>Responsible to</b>	Team leader in Horticulture
<b>Location</b>	Gunnersbury Park
<b>Contract</b>	Part-time, Permanent

#### **Key Responsibilities:**

The key responsibility of the Practical Instructor in horticulture is to support and resource the teaching staff across all courses within the College's specialist Horticulture programmes. This includes maintaining practical equipment and plant idents. Also if required the provision of demonstration and technical instruction to students in a wide range of horticultural subjects.

#### **Responsibilities:**

1. Maintaining the horticultural resources, facilities and the centre's grounds, including the safe and orderly storage of materials and the appropriate control of weeds, pests and diseases as required.
2. Liaise with members of teaching and support staff to co-ordinate demonstration sessions, to ensure smooth transition between classroom studies and practical sessions.
3. Undertake demonstrations and technical instruction of students enrolled at Capel Manor on a range of full-time and part-time courses at the direction of the teaching staff. This can involve lesson preparation and unassisted practical and classroom teaching to students up to level 1 and on short courses.
4. Assist with the supervision of students, apprentices, Work Experience students and volunteers
5. Assist with the assessment of students' practical abilities.
6. Ensure that all requirements and regulations relating to health and safety are adhered to at all times. Ensure that the health and safety of students are maintained whilst undertaking practical sessions.
7. Ensure, along with other technical support staff, the adequate security of machinery, tools and equipment at all times. Maintain an appropriate monitoring system for all tools loaned to students on practical and project sessions. This is to include the safe return of all equipment to the store in a clean and satisfactory condition and reporting broken or non-functioning equipment in need of repair.
8. Establish and maintain a range of educational demonstrations and visual aid materials. Assist in the preparation of display material for College shows and events and external exhibitions.
9. Assist in overseeing the general welfare of students and report any matter of concern affecting an individual, or group of students, in the first instance to the relevant Course Tutor.
10. Drive college minibuses, or hired vehicles including vans, in agreement with Line Manager. Undertake regular maintenance checks of horticultural machinery, and communicate any issues to Line Manager.
11. Maintain accurate records (electronic and paper) of resources ordered and used including costs. Liaise with Horticulture Resources Coordinator for purchases.
12. Undertake repairs for Horticulture machinery
13. Participate in general gardening duties as directed by line manager.
14. Perform any other duties consistent with the role and/or reasonably required by Line Manager including attending monthly Team meetings and Team Development days.

**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
- A horticultural qualification at minimum of level 2
- Teaching qualification Level 3 Award in Education and Training (PTTLS)
- Certificate of competence in the safe handling and use of pesticides (PA1 & PA6A/PA2A)

**Experience**

- Experience of working within the horticulture/landscaping industry
- Experience of working with 16-18 year olds, young adults and adult learners
- Experience of working in an educational or training environment
- Experience of working with students with moderate learning difficulties

**Skills, Abilities and Knowledge**

- Possess a broad range of horticultural practical skills
- Have good plant identification knowledge
- Able to liaise with garden staff and manage/co-ordinate practical work in gardens
- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively orally and in writing
- Able to instruct and assess practical skills in horticulture at up to level 2
- Effective organisation skills and ability to work on own initiative and as part of a team
- Maintenance and minor repairs of hand tools and horticultural machinery

**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