

# Capel Manor College

## Lecturer in Arboriculture

### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Lecturer in Arboriculture
<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, Permanent

### Key Responsibilities:

The key responsibilities of the position entails teaching and assessing Arboriculture subjects including tree felling, climbing, cross cutting, woodland management, pest and disease and machine operations and maintenance, conducting student tutorials, providing specialised advice, supporting curriculum development, and coordinating practical activities. The role also involves contributing to the development of new courses, modules, and activities, and fulfilling additional duties as directed by the Head of Arboriculture, Environmental Conservation and Agriculture.

### Responsibilities:

1. Ensure the assessment of various Arboriculture subjects meets the standards set by examination bodies. This includes both centre- and work-based learning
2. Conduct tutorials, record results, and provide management information to keep track of student progress
3. Offer specialised advice on machinery operation activities and stay updated on industry developments
4. Assist in curriculum planning, development, and overall support within the Department
5. Conduct research and create engaging course materials for effective teaching
7. Coordinate with technicians, and internal staff to organise practical student activities
8. Liaise with external bodies, visiting speakers, and legal welfare organisations to enhance the educational experience
9. Ensure strict adherence to health and safety regulations at all times
10. Safeguard students' health and safety during practical sessions
11. Provide specialised input for the development of new courses, modules, and activities
12. Perform any other duties of a similar nature as required by the Head of Arboriculture, Environmental Conservation and Agriculture
13. Provide education and welfare guidance

### 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.)
- Level 3 qualification in Arboriculture and Forestry or Equivalent

## **Experience**

- A background in the arboriculture industry
- Experience in operating and maintaining a range of arboriculture machinery for educational purposes
- Experience of working in an educational or training environment
- Experience of working with 16-18 year olds, young adults and adult learners
- Administrative experience
- Minimum of 3-year industrial experience

## **Skills, Abilities and Knowledge**

- Excellent administrative skills
- Knowledge on Arboriculture
- Ability to develop positive working relationships with individuals at all levels
- Excellent verbal and written communication skills
- Excellent organisational skills
- The ability to work on own initiative and as part of a team
- A commitment to and enthusiasm for the teaching and guidance of students at all levels
- Familiarity with Information Learning Technology applications and an active interest in use of instructor led training

## **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