**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Lecturer in Arboriculture (Higher Education) | Greenspace and Creative design  |
| **SALARY** | **BENEFITS** |
| The salary range is £19,337 - £31,536 per annum relating to qualifications and experience. Teacher qualified staff commence at minimum £24,467. Actual salary will be pro rata per annum.  | 40 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head / Assistant Head of Area | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**

**Refer to Management Guidelines regarding the determination of the duties of lecturing staff** |
| Predominantly the role will be to provide inspirational teaching, learning and assessment on the level 3 horticulture pathway, teaching core subjects in relation to horticulture and plant sciences.  |
| 1. Manage learners to succeed so they achieve their full potential and provide positive value added results
2. To deliver high quality and effective teaching, learning and assessment.
3. Quality assurance of all aspects of teaching, learning and assessment
4. Provide information, advice and guidance to learners and prospective learners
5. Strengthen links with key stakeholders such as employers, industry, learners and parents
6. Attend meetings as identified by Line Manager
7. Undertake continuing professional development (CPD), as appropriate in order to meet the College and learning area objectives
8. Exceed College standards
9. Share good practice
10. Network with staff in other areas to develop strategies, enhancing delivery to promote the stretch and challenge with all learners
11. Promote and adopt an innovative and collaborative approach for the planning and delivery of lessons and assessments
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| 1. **DUTIES**
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| 1. **Manage learners to succeed**
* Participate in and support learner application, recruitment, enrolment and progression providing impartial advice and guidance and recruiting with integrity to ensure the best interests of the learner are met
* Participate in and support inspirational learner induction
* Manage learners through the initial six weeks in College and confirm or redirect to appropriate qualifications (currently not applicable to HE delivery)
* Undertake personal tutorials, embracing and completing all aspects of the College electronic individual learning plan (eILP) providing SMART targets for learners, which promote learner advancement and success
* Meet with learners, parents/guardians as directed by College protocols
* Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome
* Undertake course, programme, module, unit management as directed by your Line Manager and exceed expected standards identified internally or externally
* Monitor Key Performance Indicators (KPI) and report on and action concerns through appropriate channels
* Participate in curriculum enhancement and the development of learner employability skills and personal development as directed by your line manager
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| **2 Aspire to deliver High Quality teaching, learning and assessment**  |
| * Aspire to deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction and success
* Share best practice in teaching, learning and assessment and provide support to colleagues through team meetings, peer observation etc
* Produce detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates
* Participate in the observation of teaching and learning and embrace areas for improvement positively
* Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs
* Produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success
* Produce assessment briefs to exceed expected standards
* Provide timely and effective feedback to learners that contribute to learner development and success
* Mark written work to high standards and support colleagues in this process
* Track and record learner progress effectively and in a timely manner to support high levels of learner success and positive value added
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| **3**  **In line with the Professional Standards for Teaching and Training for England 2022 - actively promote the professional values and attributes*** Critically reflect on and evaluate your practices, values, and beliefs to improve learner outcomes.
* Promote and embed education for sustainable development (ESD) across learning and working practices.
* Inspire, motivate, and raise aspirations of learners by communicating high expectations and a passion for learning.
* Support and develop learners’ confidence, autonomy and thinking skills, taking account of their needs and starting points.
* Value and champion diversity, equality of opportunity, inclusion and social equity.
* Develop collaborative and respectful relationships with learners, colleagues and external stakeholders.
* Engage with and promote a culture of continuous learning and quality improvement.

**4**  **In line with the Professional Standards for Teaching and Training for England 2022 - actively promote and embed professional knowledge and understanding into your practice*** Develop and update knowledge of your subject specialism, taking account of new practices, research and/ or industry requirements.
* Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence-informed practice.
* Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement.
* Develop and apply your knowledge of special educational needs and disabilities to create inclusive learning experiences.
* Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.

**5**  **In line with the Professional Standards for Teaching and Training for England 2022 - actively promote the development of professional skills*** Promote and support positive learner behaviour, attitudes and wellbeing.
* Apply motivational, coaching and skill development strategies to help learners progress and achieve.
* Plan and deliver learning programmes that are safe, inclusive, stretching and relevant to learners’ needs
* Select and use digital technologies safely and effectively to promote learning.
* Develop learners’ mathematics, English, digital and wider employability skills.
* Provide access to up-to-date information, advice and guidance so that learners can take ownership of their learning and make informed progression choices.
* Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support learning and achievement.
* Develop enrichment and progression opportunities for learners through collaboration with employers, higher education and/or community groups.
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| **6 Quality Assurance (QA)*** Comply with internal and external quality assurance requirements
* Undertake course and/or module management as directed by Line Manager and exceed expected standards identified internally or externally
* Participate in course committee meetings, course team meetings, technical advisory meetings, as required by the designated role
* Undertake / comply with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required
* Populate learner/course tracking sheets and presentin accordance with your role at performance / module boards
* Take responsibility for the production / monitoring of key data plus the completion of self-assessment reports and action plans, as required
* Invigilate examinations following awarding body regulations
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| **7 Provide Information, Advice and Guidance*** Provide impartial, accurate and current course specific information to future and current learners
* Be aware of the range of support available and how to signpost to internal and external support
* Produce and update course fact sheets and course/module handbooks to ensure the provision of accurate, current and complete information to prospective learners
* Interview learners and offer a place on appropriate qualifications whilst recruiting with integrity and providing impartial advice and guidance
* Attend and fully participate in College Open Mornings, the Country Fair, and other promotional / recruitment events, as required
* Support learners in decision making with regard to their future progression and identify learner destinations or progression and record on their e-ILP
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| **8**  **Attend meetings as identified by Line Manager*** Contribute to learning area, as required
* Attend and positively contribute to staff performance management meetings
* Attend other internal and external meetings, as directed by Line Manager

**9 Undertake continuing professional development (CPD), as appropriate in order to meet College and learning area objectives** * Attend internal or external CPD as directed by the Line Manager, Head of Teaching and Learning, Head of Quality, CPD or Human Resources
* Undertake technical updating to ensure current industry standards are embedded in working practices
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| **10**  **Exceed College standards*** To promote College sustainability policies and strategies by personal commitment
* To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations
* You role model and promote the College values:
* **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.

Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

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| 1. **KEY TASKS AND RESPONSBILITIES** **SPECIFIC TO GREENSPACE LEARNING AREA**
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| * Delivery of arboriculture related subjects to students on Further Education programmes and where required external clients. This will be predominantly theoretical teaching.
* Study Programme Leader for HE including programme management and tutorials, as required
* Monitor and maintain accurate records of learner progress utilising the recognised College systems
* Work within the arboriculture and wider departmental team to provide an inspirational learning environment that helps all learners reach their full potential
* Prepare and check resources with timeliness for identified leaning sessions
* Preparation of learning materials and assessments.
* Practical assessment of students
* Invigilate exams and internal assessments as required by Line Manager
* Supervision of student visit programmes
* Maintain expected standards of health and safety at all times
* Follow Health and Safety procedures at all times and ensure students comply with practical regulations
* Promote industry gold standards in students and lead by example
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| 1. **DUTIES**
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| 1. **Maintain expected standards of Professional arboriculture practice**
* Promote and maintain high standards of health & safety in the classroom and on site
* Understand current industry standards and apply through standard operating procedures to the College resources.
1. **Implement specific Codes of Practice relevant to the arboriculture sector in order to maintain industry standards under the direction of Line Manager**
2. **Support Income Generation Activities**
* Prepare and maintain resources used for Income Generation.
* Correspond and communicate effectively with clients.
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Good attendance at work record (A/I)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| Level 3 or higher qualification in arboricultureIndustry experience in relevant business sector (A)GCSE, or equivalent, English & Maths grade 4 (formally grade C) or above (A/I)Teaching Qualification or willing to undertake (A) | Teaching Experience (A) |
| ***General Intelligence*** |
| Enthusiastic and self-motivated (A/I) |  |
| ***Special Aptitudes*** |
| Desire to demonstrate good practice and high standards within sector (A/I)Strong coaching skill (T) |  |
| ***Interests*** |
| Continued professional development within sector (A/I) |  |
| ***Disposition*** |
| Excellent interpersonal skills (I)Good communication skills (I)Approachable (I)Person centred approach (I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)Ability and willingness to work flexibly (I)Evenings as required – careers/conventions (I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Lecturer in Arboriculture HE | Greenspace and Creative design  |
| **SALARY** | HOURS OF WORK |
| The salary range is £19,337 - £31,536 per annum relating to qualifications and experience. Teacher qualified staff commence at minimum £24,467. Actual salary will be pro rata per annum.  | 7.4 hours per weekRefer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days to include up to 5 days to be taken between Christmas and New YearPro rata for fractional posts  | Teachers’ Pension SchemeUp to 29,187.99 pa 7.4% Employee£29,188 - £39,290.99 pa 8.6% Employee£39,291 - £46,586.99 pa 9.6% Employee£46,587 to £61,742.99 pa 10.2% Employee£61,743 to £84,193.99 pa 11.3% Employee £84,194 and above pa 11.7% Employee16.48% EmployerYou will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance as per Learning Area Standards.Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| **WHAT YOU GET** |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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