



<b>Job Title:</b>	<b>Teacher of Horticulture/Land Based Studies</b>
<b>Grade:</b>	<b>Level 1 in Horticulture – City and Guilds, ASDAN Gardening</b>
<b>Reporting to:</b>	<b>AHT Quality of Education</b>
<b>Responsible for:</b>	<b>The provision of a full learning experience and support for students</b>
<b>Location:</b>	<b>Syon Manor College all campuses</b>

#### **Job Role**

- To prepare, deliver and assess and appropriate, broad, balanced, relevant and differentiated Horticulture/land Based Studies curriculum on a range of courses, from Entry level to Level 2 depending on the needs of the students
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to maximising standards of student attainment
- To share and support the Colleges' responsibility to provide and monitor opportunities for personal and academic growth
- To participate in marketing and promotion activities to support the range of programmes and learning opportunities
- To lead on the continuing development of the Horticulture provision to maximize its potential

#### **Main responsibilities:**

##### **Teaching and Learning**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student.
- To teach effectively a range of Horticulture and land-based studies programmes that may include small animal care and husbandry
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required in line with college requirements.
- To meet and discuss with potential and existing students about aptitude, attitude and requirement to complete their learning in line with Awarding Bodies requirements
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students in line with College and Exam Board requirements.
- To ensure that Literacy and/or Numeracy opportunities are embedded in the teaching/learning experience of students within the Horticulture/land-based studies curriculum.
- To undertake the designated programmes of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.

- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and College procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To maintain appropriate records and to provide relevant accurate and up-to-date information.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning

### **Support for the Curriculum**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies as appropriate to the success and development of Syon Manor.
- To contribute to curriculum areas and departments' development plans and their implementation
- To plan and prepare courses and lessons
- To ensure that the curriculum area provides a range of teaching which supports students learning styles in line with their Autistic Diagnosis.
- To assist in the process of curriculum development and change so as to ensure its continued relevance to the needs of students, examining and awarding bodies.

### **Support for Students**

- If appropriate, to be a Mentor to an assigned group of students as appropriate to the needs of the student population.
- To promote the general progress and well-being of individual students and of the mentor group as a whole.
- To liaise with Senior Managers to ensure the implementation of the College's Pastoral System.
- To register students, encourage their full attendance at all lessons and their participation in other aspects of College life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Learning Support Plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents /carers of students and with external bodies involved with the welfare of individual students in consultation with the appropriate Staff and Management.
- To contribute to the personal development, citizenship and enterprise curriculum according to college policy.

- To comply with the Positive Behaviour and Restraint Policies so that effective learning can take place.
- To take part in Restraint Training and appropriately use and record restraint as agreed in the Restraint Policy.

### **Support for the College**

- To support and implement College quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum subject and department in line with agreed College procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To take part in marketing and promotion activities including Open Days, parents' evenings, taster days and careers events as appropriate.
- To review with AHT Quality of Education methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.
- To be committed to safeguarding and promotion of the welfare of students and staff at Syon Manor
- To communicate effectively with the parents/carers of students as appropriate.
- To co-operate and communicate with other teaching and support staff.
- Where appropriate, to communicate and co-operate with persons and agencies external to the College.
- To follow agreed policies for communications in the College
- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of all.
- Maintain resources and equipment in line with Health & Safety requirements, product specifications and the good order of the Horticulture provision

### **Staff Development**

- To take part in staff development programmes by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of Pastoral Support Workers within the teaching day
- To work as a member of a designated team and to contribute positively to effective working relations
- To develop teaching programmes in conjunction with Pastoral Support Workers and monitor and review their implementation
- To assess the progress of students and direct the work of Pastoral Support Workers in the delivery of educational programmes



### **Additional Duties**

- To play a full part in the life of the College's community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this by example.
- To participate in the extracurricular personal development life of the college

### **Other Specific Duties**

- To continue professional development as agreed.
- To engage actively in the performance review process.
- To undertake other duties as specified by Senior Management Team not mentioned in the above.
- This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role whilst maintaining an appropriate work life balance.
- The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.
- The post holder must comply with both the Company's and College's Equal Opportunities Policy and Health & Safety Policy.

## **PERSON SPECIFICATION**

**Job Title: Teacher – Horticulture/Land Based Studies**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>Relevant degree level 5 qualification or willingness to achieve.</li> <li>GSCE Maths and English (grades A – C or 4-9) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Masters Qualification in Agriculture</li> <li>Certified in Education/PGCE or equivalent</li> <li>Safeguarding Training</li> <li>Equality and diversity training</li> <li>Functional Skills</li> <li>ECDL or ITQ Level 2 or equivalent</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>Experience in the UK Horticulture industry</li> <li>Knowledge of the current developments in Horticulture/small animal care</li> <li>Experience of working effectively with people from diverse backgrounds</li> <li>Evidence of understanding how to promote equality and diversity within the job role</li> <li>Evidence of high performance in previous roles/jobs</li> <li>Experience of working constructively to achieve team objectives and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of teaching and assessing to Awarding Body requirements</li> <li>Recent experience of teaching and assessing</li> <li>Experience of working on projects in the Horticulture sector</li> <li>Experience of developing and implementing multimedia approaches to learning</li> <li>Successful course leadership experience</li> <li>Experience of working effectively in a customer focussed environment</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate excellent organisational skills and work effectively to deadlines</li> <li>Ability to achieve positive working relationships with staff cross-College</li> <li>Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use ICLT, Moodle or similar e-learning packages</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to demonstrate strong interpersonal and influencing skills at all levels</li> </ul>	

	<ul style="list-style-type: none"> <li>Ability to promote the College's reputation and carry out College business appropriately and professionally at all times</li> <li>Ability consistently to create a welcoming and supportive environment for students, parents and other stakeholders coming into the college</li> <li>Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> <li>Ability consistently to support a quality learning experience for all students</li> <li>Ability to use Microsoft Office software confidently</li> </ul>
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>Willingness continuously to update skills and knowledge</li> <li>Awareness of health and safety requirements relevant to the job</li> <li>Flexible approach to work and working times</li> <li>Responsibility for promoting and safeguarding the welfare of children 16+, young and vulnerable adults and for raising any concerns</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children 16+ and young and vulnerable adults</li> <li>Willingness to work at all campuses of Syon Manor.</li> <li>Current driving licence and access to a vehicle</li> </ul>