**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Adult Skills Tutor – Horticultural Machinery Specialist  (Liverpool / Manchester) | Greenspace - Croxteth |
| **SALARY** | **BENEFITS** |
| £19,337 - £31,536 per annum pro rata  in accordance with qualifications and experience.  Teacher-qualified staff commence at £24,467 pro rata | Teachers’ Pension Scheme  40 days annual leave pro rata to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus pro rata Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Centre - Liverpool | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To deliver high quality industry training in the following:   * Horticultural Machinery Operations (including pedestrian / ride-on mowers, hedge-trimmers, strimmers, brushcutters etc). * To arrange assessments following the delivery of training. | |
| **DUTIES** | |
| All tasks to be carried out in a consistent manner with the corporation’s culture.  **1. Leadership & Management**   * Provide full compliance regarding all elements of the Adult Education Budget (AEB) and Full Cost Recovery (FCR) provision to meet student satisfaction and progression opportunities that these are monitored and reviewed via quality assurance/audits. * Provide effective implementation of the College quality management system and quality review schedule within the department via moderation processes and ensure standardisation is effective within your department and liaise with the quality team over awarding body monitoring and compliance. * Support in the curriculum planning for AEB and FCR courses, prospectus, website information and timetables (as appropriate) | |

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| * To deal with general student recruitment enquiries as required including relevant training needs analysis. * Participate in open events and others marketing events as required. * Represent the Centre internally and externally and develop and facilitate strong links within the community, other educational organisations and employers to enhance the colleges brand and reputation. |
| **2. Teaching, Learning and Assessment Management**   * Deliver inspirational teaching, learning and assessment to promote high levels of learner 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. * Provide timely and effective feedback to learners that contribute to learner development and success. * Attend all CPD sessions provided, both internally and externally. * Participate in the development of resources and improvements within the department for the course/subject including maintaining effective links across College. * Manage own teaching effectively, including covering the teaching of classes as and when required. * Assess student work to meet awarding body requirements and take part in standardisation and internal verification activities within the department. |
| **3.** **In line with the Professional Standards for Teaching and Training 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 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. |

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| * 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 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. |
| **6. Quality Assurance (QA)**   * Comply with internal and external quality assurance requirements. * Undertake scheme management as directed by Line Manager and exceed expected standards identified internally or externally. * Participate in routine and regular meetings and external stakeholder 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. * Manage the tracking of learner performance against targets. * Contribute towards the completion of the scheme self-assessment report and action plans, as required. * Co-ordinate and as applicable invigilate examinations for required aspects of the learners’ programme following awarding body regulations. |
| **7. Provide Information, Advice and Guidance**   * Provide accurate and current qualification specific information to future and current learners. * Be aware of the range of support available and how to signpost to internal and external support. * Liaise with employer services any feedback relating to qualification fact sheets and to ensure the provision of accurate, current and to employers and prospective learners. * Recruit with integrity by providing impartial advice and guidance and ensuring there is an effective induction provided for the learners to ensure the best possible start to the learning programme. * Attend and fully participate in College Open Mornings and other promotional / recruitment events, as required. * Support learners in decision making with regard to their future progression and ensure all surveys are effectively completed to capture destination and progression information. |

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| 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. |

**Location of work**

Employees 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 the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant 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 following consultation with the relevant employee/s.

**SHORT COURSES** **EMPLOYEE SPECIFICATION**

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

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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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)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Level 3 qualification in a related industry qualification at level 3 or above (A/I)  Teaching qualification e.g. CET’P, PTTLLS or equivalent (A)  GCSE, or equivalent, at Grade C or above or Level 2, or equivalent English and maths or willing to work towards (A)  TAQA Level 3 Assessor qualification / or relevant sector body Assessment Qualification  First Aid Certificate  **OR**  Willing to work-towards TAQA or relevant Sector Assessment Qualification.  Willing to work-towards a First Aid Qualification  Willing to work towards a Teaching qualification e.g. CET’P, PTTLLS or equivalent (A)  GCSE at Grade C or above or Level 2, or equivalent English and maths or willing to work towards (A) | Degree or equivalent qualification in a related subject (A)  Membership of a professional body  Teaching qualification e.g. PGCE / Cert Ed or equivalent (A)  Internal verification qualification i.e. D34, V1, IQA level 4. |
| ***Special Aptitudes*** | |
| Excellent communication skills with the ability to motivate learners (A/I/P)  Teaching/training experience and knowledge of developments in teaching and learning (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P) | Ability to deliver Good/Outstanding lessons (A/I)  Evidence of highly successful teaching, training and / or coaching experience (A/I)  Evidence of consistent Grade 1 and 2 Lesson Observations (A/I)  Involved in latest course developments (A/I)  Coaching / mentoring staff / delivering CPD (A/I)  External verification/examination role (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) |  |

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| ***General*** | |
| An understanding of and positive approach towards “safeguarding” and a willingness to embed within the College \* (A/I)  An understanding of health and safety requirements of a working environment and willing to fully implement all aspects (A/I)  An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion 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 (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence (A/I) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda 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** |
| Adult Skills Tutor | Adult Skills |
| **SALARY** | HOURS OF WORK |
| £21,012 - £31,536 per annum in accordance with qualifications and experience.  Teacher qualified staff commence at minimum £24,467 | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days annual leave pro rata to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus pro rata Bank Holidays. | 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 - £61,742.99 pa 10.2% Employee£61,743 - £84,193.99 pa 11.3% Employee£84,194 and above pa 11.7% Employee23.68% Employer You will automatically become a member of the TPS |
| **PLACE OF WORK** | |
| Office work-station will be provided. | |
| 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  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 Scheme  Should 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 £38.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied forl and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |

**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 | |