**JOB SPECIFICATION**



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| **JOB TITLE**  | **AREA OF WORK**  |
|   Part Time Hourly Paid Floristry Tutor  |  Adult Skills   |
| **SALARY**  | **BENEFITS**  |
|  Part time hourly paid rates £21.25 per hour Qualified Salary paid monthly in arrears    |  Teachers’ Pension Scheme Payment for holiday entitlement will be incorporated into annual salary   |
| **LINE MANAGER(S)**  | **LINE MANAGER FOR**  |
| Adult Skills Manager   | N/A   |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**

**Refer to Management Guidelines regarding the determination of the duties of lecturing staff**  |
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| Predominantly, the role of a Short Course Tutor involves:  **1** Manage learners to succeed. 2 Aspire to deliver high quality and effective teaching, learning and assessment of practical skills. 3 Quality Assurance of all aspects of teaching, learning and assessment. 4 Prepare and maintain resources to expected standards. 5 Participate in College promotional events. 6 Attend meetings as identified by Line Manager. 7 Undertake continuing professional development in order to meet College and learning area objectives. 8 Meet College standards and Values.  |

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| 1. **DUTIES**
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| **1** **Manage Learners to Succeed**  * Support delivery of short floristry courses usually delivered in the evenings  as directed by Line Manager and meet expected standards identified internally or externally.
* Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm actions have resulted in satisfactory outcome.
* Report concerns through appropriate channels.
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| **2** **Aspire to deliver High Quality teaching, learning and assessment of practical skills**  * Aspire to deliver inspirational teaching, learning and assessment or practical skills to promote high levels of student satisfaction to students and external clients.
* Demonstrate and assess practical floristry skills, complying with expected standards and prepared scheme of work to develop learner knowledge and skills.
* Participate in the observation of teaching and learning process and embrace areas for improvement positively.

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| **3** **Quality Assurance (QA)**  * Comply with internal and external quality assurance requirements.
* Comply with quality assurance in relation to module/unit delivery.
* Participate in course committee meetings, course team meetings, technical advisory meetings as required by the designated role.
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| **4** **Prepare and maintain resources to expected standards**  * Ensure sufficient and appropriate resources are prepared with timeliness for identified learning sessions.
* Ensure resources are maintained to expected standards in order to be safe and fit for purpose for learning and assessment and College promotional events.
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| **5** **Attend meetings as identified by Line Manager**  * Contribute to learning area and course team meetings.
* Attend College meetings as directed by Line Manager.
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| **6** **Undertake continuing professional development in order to meet** **College and learning area objectives**  * Attend College mandatory and developmental CPD as directed by Line Manager, CPD or HR.

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| **7** **Meet College standards**  * To promote College sustainability policies and strategies by personal commitment and lead by example.
* 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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| **(B)** **KEY TASKS AND RESPONSIBILITIES** **SPECIFIC TO LEARNING AREA AND / OR CURRICULUM LEVEL**  |
| The post holder will be expected to deliver part time introductory and advanced floristry courses to groups of mainly adult learners.  |
| 1. **DUTIES**
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| Work with the Adult Skills Leisure Co-ordinator to set appropriate course dates, review marketing material and discuss possible linked or progression programmes.Ensure the room is correctly set up and liaise with the floristry staff to ensure correct demo flowers are ordered. Deliver a range of high quality short courses running over usually a period of 5 weeks, 1 evening per week.To undertake College Mandatory Training for Short Course Tutors if not already a College employee.  |

**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***  |
| Computer literate (A) Highly experienced in floristry and able to demonstrate this to a high level.   | Teaching qualification or experience of delivery of courses for adults (A) GCSE English at Grade C/4 or above (or an equivalent standard)(A) |
| ***General Intelligence***  |
| ICT Skills and Competency (A/I) Good level of education (A/I)  | Experience of working with a high degree of detail (I)  |
| ***Special Aptitudes***  |
| Personable approach and high levels of customer service  (A/I)  |   |
| ***Interests***  |
| Floristry (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) Weekend and Bank holiday rota where applicable (I) External work placement visits (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**  |
|  Part Time Hourly Paid Floristry Tutor    | Adult Skills   |
|   | **PENSION** |
| Part time hourly paid rates £21.25 per hour Qualified Includes an element of holiday pay Salary paid monthly in arrears / Invoiced company   |  Teachers’ Pension Scheme Up to £27,047.99 pa 7.4% Employee £27,048 - £36,410.99 pa 8.6% Employee £36,411 - £43,171.99 pa 9.6% Employee £43,172 - £57,216.99 pa 10.2% Employee £57,217 - £78,022.99 pa 11.3% Employee £78,023 and above pa 11.7% Employee 16.48% Employer You will automatically become a member of the TPS  |
| **HOURS OF WORK** |
| As per Statement of Hours  |
| **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 £40.00 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 is available to all employees  |
| **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 for 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

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