**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with the University of Lancashire and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Adult Skill Tutor – Industry Skills | Adult Skills - Liverpool |
| **SALARY** | **BENEFITS** |
| Band 3 / Band 4 (£25,082 - £33,922 per annum)  (Teaching Qualification, Relevant External Assessor Qualifications or Significant Industry Experience required to progress to Band 4) | 32 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year  at direction of the Principal  (pro rata where hours worked are under 37 hours per week) |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Curriculum Support Manager – Adult Skills | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| **Role Overview:**  We are seeking a passionate and experienced Adult Skills Tutor to deliver high quality training in:   * Horticulture Machinery Operations – including pedestrian / ride-on mowers, hedgetrimmers, brushcutters, blowers, compact tractors etc. * Pesticide Application (PA1, PA2, PA6a).   To assess (where qualified to do so) or arrange external assessments where appropriate.  To liaise with employers.  To develop bespoke training packages (when required) with employers. | |
| **Key Responsibilities:**   * Deliver engaging and effective practical sessions tailored to student / employer needs, meeting industry standards and tailored for learner progression. * Monitor and evaluate student progress, providing timely and constructive feedback. * Stay up to date with industry trends and developments to ensure teaching remains current and relevant. * Comply with Quality Assurance and promote good working practices, including health and safety compliance. * Maintain equipment and resources, ensuring a safe and well-organised learning environment. * Maintain relationships with employers. * Participate in College promotional events. * Attend meetings as identified by Line Manager. * Promote and Embed College Strategy, Standards and FREDIE Principles. | |
| 1. **DUTIES** | |
| **Deliver engaging and effective practical sessions tailored to student needs, meeting industry standards and tailored for learner success.**   * Aspire to deliver inspirational teaching, learning and assessment to promote high quality student experience and outcomes. * Plan effective training programmes and deliver effective practical lessons for all students. * Participate in the observation of teaching and learning process and embrace areas for improvement positively. * Plan assessments in line with awarding body expectations. * Provide timely and effective feedback to learners that contribute to learner development and success. * Complete all assessment paperwork within college guidelines. * Track and record learner progress effectively. * Contribute to standardisation activities relating to delivery and assessment*.* * Deliver practical lessons which are focused for learner success and teach students the knowledge, skills and behaviours required at and above industry standards. | |
| **Monitor and evaluate student progress, providing constructive feedback.**   * Participate in learner enrolment and support learners in preparing for assessment. * Meet with learners and employers as appropriate. * Address learner concerns promptly, signpost to other professionals internally and externally and if appropriate confirm actions have resulted in satisfactory outcomes. * Keep learner records up to date through college systems ensuring key information is logged in line with college and safeguarding policies. * Support the development of learner employability skills. * Engage with college quality and tracking processes to ensure learner progress is tracked effectively for positive outcomes. | |
| **Stay up to date with industry trends and developments to ensure teaching remains current and relevant.**   * Undertake mandatory CPD required by the college. * Participate in Industry relevant CPD throughout the year ensuring to stay up to date with current industry practice. * Monitor industry trends to ensure that delivery remains current and flexible to meet the latest industry updates to practices. | |
| **Comply with Quality Assurance and promote good working practices, including health and safety compliance.**   * Comply with internal and external quality assurance requirements. * Comply with quality assurance in relation to the qualification(s) being delivered. * Participate in course team meetings and technical advisory meetings as required by the designated role. * Participate in standardisation events. * Populate learner/course tracking sheets and present in accordance with role in preparation for assessment. * Assess (if appropriate / qualified to do so) following awarding body regulations. | |
| **Maintain equipment and resources ensuring a safe and well-organised learning environment.**   * Ensure sufficient and appropriate resources are sourced and 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. | |
| **Participate in College promotional events**   * Participate in discussions and undertake tours of specialist resources with visitors involved with IAG events. * Showcase College learning area resources for College promotional events ie College Open day. * Ensure resources are presented to expected standards. | |
| **Attend meetings as identified by Line Manager**   * Contribute to Adult Skills and course team meetings. * Attend staff performance management meetings. * Attend College meetings as directed by Line Manager. | |

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| **Promote and Embed College Strategy, Standards and FREDIE Principles**   * 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: * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
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| 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. |

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| 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. Other duties may include cover for practical or theory lessons. |
| 1. **KEY TASKS AND RESPONSBILITIES** **SPECIFIC TO INUSTRY SKILLS** |
| * Training and preparing learners for assessment in:   Pedestrian / ride-on mowers  Hedgetrimmers  Brushcutters  Blowers  Compact tractors  Pesticide Application (PA1, PA2, PA6a).   * Assess learners (where appropriate / qualified to do so) or arrange external assessment. * Prepare, check and ensure availability of resources with timeliness for identified leaning sessions. * Develop bespoke training packages with employers. * Building and maintaining excellent working relationships with employers. |

**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) |  |
| ***Attainments*** | |
| Relevant Level 3 FE qualification or extensive industry experience (A)  Horticultural / Grounds Maintenance machinery experience (A)  Relevant NPTC Qualifications (or equivalent) (A)  Level 2 English and maths (A)  Teaching / Assessment Qualification or willing to undertake (A) | First Aid Certificate (A)  Assessor Qualification (A)  Teaching Experience (A)  PGCE or Equivalent |
| ***General Intelligence*** | |
| Enthusiastic and self-motivated (A/I) |  |
| ***Special Aptitudes*** | |
| Desire to demonstrate good practice and high standards within sector (A/I) | Coaching skills (I) |
| ***Interests*** | |
| Subject related interests (A/I)  Continued professional development (A/I)  Professional Interest in horticulture / grounds maintenance machinery (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)  Weekend and Bank holiday rota where applicable (I)  External community visits (I)  Evenings as required – promotional events / networking (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** |
| Adult Skills Tutor (Industry) | Adult Skills - Liverpool |
| **SALARY** | HOURS OF WORK |
| Band 3 / 4 (Teaching Qualification, Relevant External Assessor Qualifications or Significant Industry Experience required to progress to Band 4) | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days to include up to 5 days to be taken between Christmas and New Year -(pro rata where hours worked are under 37 hours per week). | You will automatically become a member of the Teachers’ Pension Scheme Our latest Employee and Employer contribution rates can be found on the People Team pages of our staff intranet. |
| 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 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 £49.50 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 £16 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 | |