****

**JOB DESCRIPTION**

**JOB TITLE: Instructor in Agriculture / Countryside Management (Machinery & Crop Production / Estates Maintenance)**

**GRADE: Scale 4**

**Summary of Position**

The College will consider applications from candidates that are able to deliver all aspects mentioned above to form a full time contract (Machinery, Crop Production and Estates Maintenance), or alternatively fractional contracts may be offered on the basis of 0.6 Instructor in Agriculture to cover Machinery and Crop Production and a 0.4 Instructor to cover Countryside Management with a specialist in Estates & Habitat Maintenance.

**Job Purpose**

Under the direction of the Head of Department to deliver high quality practical instructing, including;

* Instructing on Agricultural programmes
* Carrying out practical assessments/observations on Agricultural programmes
* Liaising with the Agricultural Lecturers to develop study programmes in the curriculum area
* Liaising with the Farm Manager and Farm Staff in planning, preparing and carrying out practical Instruction
* Taking part in the Internal Performance Inspections and quality assurance procedures at the College

**Generic Duties and Responsibilities**

Teaching, Learning and Curriculum Development

1. To liaise with the Head of Department / Lecturers / Farm Manager in the preparation of learning and assessment materials.
2. To liaise with the Head of Department and Lecturers regarding Assessment of students’ work and the provision of constructive feedback.
3. Working with the Head of Department / Lecturers / Farm Manager to develop practical instruction as appropriate to the area.
4. Preparation of specialist rooms/facilities and equipment for practical delivery and assessment.
5. Maintain facilities, equipment and records as directed by the Head of Department.
6. To liaise with Lecturers in the organisation of learning programmes.
7. To liaise with Personal Tutors / Lecturers in support of the College referral system.
8. Ensuring the health and safety of the learning environment.
9. Maintain subject knowledge.
10. To deliver practical session for external educational events, as requested and agreed by Curriculum Manager & Programme Leaders.

Administration / Management of Quality

1. Assist with the production and presentation of promotional materials and displays
2. Administration including maintaining records of practical assessment and registers etc.
3. Participating in the College’s Quality Assurance Self-Assessment process, including the annual Internal Performance Inspection.
4. Participate in the promotion of the college and the courses at both internal and external college events.

Personal Development

1. Attending personal professional development, College CPD activities and external training events. Updating professional qualifications where appropriate.
2. Participating in Performance Development Reviews and identifying development needs.
3. Taking part in secondment, placements or exchanges within the industrial where appropriate
4. Joining professional bodies where appropriate.

Team Membership

1. Regularly attend Department and other meetings.
2. Working collaboratively within a teamwork environment.

Additional Expectations

1. Behave in a professional manner at all times.
2. Produce schemes of work and plan for learning to the College’s stated timescale and standard
3. Maintain a record in Promonitor of student progress (see Assessment Policy)
4. Embed equality and diversity issues (including fundamental British values) in curriculum delivery.
5. Develop maths and English skills in curriculum delivery.
6. Comply with all safeguarding policies and regulations
7. Embed the use of ILT and the VLE in curriculum delivery
8. Use a range of teaching methodologies and introduce innovative teaching strategies
9. Provide appropriate feedback (see assessment policy).
10. Attend CPD on pedagogy.
11. Start and finish lessons at the stated time.
12. Comply with all health and safety regulations
13. Undertake any other duties commensurate with the post as requested by your Line Manager.

The post holder is expected to act at all times in manner that encourages equality of opportunity for all Students, Staff and Visitors to the College and also to adhere to their responsibilities as required to ensure a safe and healthy environment in which to work and study. Further details on both these issues can be found in the College Equal Opportunities Policy and Health and Safety Policy which are widely available including in College libraries and on the College Intranet.

A Disclosure check with the Disclosure and Barring Service will be a requirement of employment. Please note that a record of a conviction may not automatically prevent a candidate from receiving an unconditional offer of employment.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications:  Teaching\* |  | * Certificate in Teaching in the Lifelong Learning Sector (CTTLS). |
| Qualifications:  Academic/Vocational | * Relevant Agricultural qualification | * Member of appropriate professional body (if relevant). * First Aid at Work Certificate. |
| Experience and Skills | * Worked within the Agricultural Industry for 5 years gaining practical skills and knowledge. * Ability to instruct on a range of courses within the subject area. * Commitment to Equality and Diversity. * Display a commitment to the college’s safeguarding ethos and follow the college policies on both Safeguarding and PREVENT. | * Successful instructing experience in the curriculum area. * Ability to use ILT effectively. * Ability to use tracking and monitoring systems for student progress. |
| Personal Qualities | * Committed to continuous improvement in Quality. * The ability to encourage the use of ILT in curriculum delivery. * Enthusiasm for working in the lifelong learning sector * Ability to maintain and develop effective communication, liaison and relationships. * Student centred * Forward thinking * The ability to engage learners in the practical application of the curriculum. |  |