##### 

##### South Staffordshire College

##### Business Support Job Description

**JOB TITLE:** Horticulture Assessor

**PAY POINT:** Band 5, £21,402 - £23,382 per annum

**CONDITIONS OF SERVICE:** Business Support

**RESPONSIBLE TO:** Land based Apprenticeship Coordinator

**LINE MANAGEMENT:** None

**LINKAGE:** Apprenticeship team

**JOB PROFILE**

The Horticulture assessor will work with their Line Manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

**Scope of Responsibilities**

* Provide induction, initial assessment to learners for their chosen learning programme
* Plan and deliver learning to develop learner understanding and skills
* Provide assessment opportunities based on national standards to ensure learner timely success
* Support the recruitment of learners to employers and programmes
* Provide appropriately completed paperwork to administration team relating to the learning programme

**The priorities for the post holder at this time are to:**

Support Apprenticeship Coordinators in the successful achievement of learner qualifications to a high standard and to meet college and awarding body requirements.

**Specific Responsibilities**

* Lead and participate in learner sign-up activities including recruitment to programmes
* Conduct assessment of learner suitability for programmes including vocational assessment against job role, current skills and qualification requirements.
* Carryout literacy and numeracy assessment for learners’ /functional skills
* Use assessments to develop appropriate individual learning plans
* Work with other team members and curriculum teams to ensure that all sections of the individual learning plan are completed.
* Provide high quality learning sessions to ensure that learners have appropriate knowledge and understanding to achieve all aspects of their qualification
* Conduct assessment activities to ensure that all learners complete their qualification to a high standard and in a timely manner
* Conduct health and safety checks of employers’ premises and report back findings, following up any agreed actions and recording outcomes
* Conduct and co-ordinate learner progress reviews within agreed timescales. Ensure that learner, curriculum and employer contribute to the learner progress reviews
* Ensure that ILP’s and learner progress reviews meet required standards and are up to date at all times
* Work effectively with team members to ensure consistent and timely practice
* Conduct health and safety checks of employers’ premises and report back findings, following up any agreed actions and recording outcomes
* Assess learner progress through RAG rating reporting and provide reports to internal verifiers/training coordinators and others as required. Ensure that actions are carried out within timescales to ensure learners are on target for timely completion of qualifications
* Participate in team meetings including standardization, performance, quality and communication meetings. Conduct exam invigilation as required
* Carry out assessment practice in relation to plans, awarding body and college standards
* Use resources both paper-based and IT based for assessors to use as best practice
* Ensure and monitor fair access to assessment and report to line manager any areas of concern

**General Organisational Responsibilities** *(designed to achieve a corporate understanding of organisational priorities and the nature of the College business in relation to support roles)*

1. **Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

1. **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
* To support be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.

**Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture in the College to enable it to adapt to external changes, respond to opportunities, maximise income generation and maintain a position at the forefront of emerging education strategies and initiatives.

**Marketing and Recruitment of students**

* Contribute and support the College’s marketing activities to achieve recruitment targets.
* Support the College in its enrolment process.

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at March 2018 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.



**Person Specification for Horticulture Assessor**

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|  | **Essential** | **Desirable** |
| Qualifications | Vocationally competent to level 3 or above  Cert Ed or DTTLS  Assessor Award  Active and up to date CPD record | V1 Internal Verification (D34)  IOSH Managing Safely/D Unit |
| Experience | 3 years’ current occupational experience within vocational sector  Delivery of /functional skills  Experience of successfully ensuring learners achieve qualifications within agreed timescales | Experience of working in a range of occupational settings  Current internal Verification experience |
| Knowledge | Wide knowledge of subject specific area  Have knowledge of current developments in occupational area  Have a working knowledge of current government funded qualifications |  |
| Personal Attributes | Ability to work in a team  Personal warmth, openness and sensitivity  Highly motivated to personal and team achievement and able to work on their own initiative  Company loyalty  Innovative and creative  Time management | Effective in problem solving |
| Skills | Ability to use logic and information to achieve goals.  Effective use of business tools and IT.  Able to plan strategically.  Able to priorities work to ensure achievement of goals. |  |
| Safeguarding | Motivation to work in an environment with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries in an environment with children and young people  Emotional resilience in working with challenging behaviours  Willingness to use authority and maintain discipline in an educational environment.  Enhanced DBS Clearance |  |