

**Job Description**

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| **Post** | **Foundation Learning Tutor:** Range of Horticulture, Animal Care, Social & Therapeutic Horticulture, Countryside, Core Skills & Employability  |
| **Hours** | Full time  |
| **Responsible to** | Foundation Learning Manager |
| **Base** | Enfield |
| **Salary** | Points 15-35 of the salary scales for Lecturers in Further Education. The Lecturing Salary Scale is an 11 point scale with the top 2 points being reserved for the recognition of teaching qualifications. |
| **Date**  | Nov 2017 |

All roles at Capel Manor College contribute to the further and higher education and carry shared responsibilities for helping students develop and behave appropriately.

All staff are expected to contribute to a welcoming, supportive and professional learning environment by being familiar with the student code of conduct; building an appropriate rapport with students; praising positive behaviour and will be expected to challenge any  ineffective behaviour.

The post-holder must at all times carry out his/her responsibilities in accordance with college policies, actively supporting the mission of Capel Manor College as outlined in the strategic plan.

The following job description is for the post as presently constituted. It should be noted that duties may change in response to the needs of the service. It is the practice of this college to periodically review job descriptions and to update them to ensure that they relate to the job as being performed. The college will undertake to discuss any proposed reasonable changes and will seek to reach agreement with you prior to amendment. However, in the event that agreement is not possible, the college reserves the right to insist upon any reasonable change.

**The post holder will join the Foundation Learning Team. The ideal candidate will have experience in delivering elements of horticulture, animal care, core skills, countryside and employability at entry level and level 1.**

**Duties**

1. Contribution to teaching, administration and assessment of courses offered by the college (to include designated centres in Greater London as appropriate).

2. Preparation of schemes of work, learning materials, assignments and associated student

 Support schedules.

3. Preparation of reports and statistics as required to contribute to the college’s quality assurance process.

4. Participate in the development, organisation and delivery of new educational and curricular initiatives undertaken by the College as appropriate.

5. Assist with co-ordination of all Learning Support activities when required.

6. Participate in and represent Student Services in enrolment and advice sessions, parents’ evenings and student review meetings

7. Participate in internal and external verification procedures.

8. Undertake examination and invigilation duties.

9. Liaise as necessary with the appropriate course managers, tutors and learning support assistants concerning individual student progress and development. Work with colleagues as a member of appropriate course teams.

10. Ensure student discipline in all academic situations and report as necessary to the appropriate course manager.

11. Mark student assignments and examinations.

12. Assist with team with administrative responsibilities and provide cover where needed.

13. Attend School, team, student progress and other meetings as directed, and on a regular basis, and produce reports as may be required.

14. Assist in promotions, open weekend activities and other exhibitions.

15. Undertake personal professional development.

16. Interview prospective students and liaise with outside agencies regarding attendance monitoring and any other issues.

17. Ability to liaise with outside agencies and parents/carers and provide feedback and reports on progress.

18. Any other duties of a comparable nature as requested by college managers.

**CAPEL MANOR COLLEGE**

**PERSON SPECIFICATION**

**Post: Foundation Learning Tutor**

We want the post holder to be able to demonstrate the following competences to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competences during the selection process, if you are shortlisted (please see attached grid for further details).

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| * Planning, delivery and development of teaching, learning and assessment
* Record-keeping and quality improvement
* Continual self-improvement in professional practice
* Managing self and relationships with others / Influence
* Communication
 | * Student/Customer focus & managing diversity
* Personal Effectiveness (including use of IT) and Expertise
* Analytical thinking/judgement and Innovation
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**Please use the application form to demonstrate your capabilities in relation to each of the criteria listed in Sections 1 and 2 below (addressing each point in order). Please note “E” denotes skills and qualities that are deemed essential to the role and “D” signifies those that are desirable.**

**Where relevant, use your answers to illustrate how your competences have helped you achieve positive results. This will give you the best possible chance of being shortlisted.**

**1. Previous Experience**

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| 1.1 | Experience of working in an educational or training environment | E |
| 1.2 | Experience of teaching either horticulture, animal care, core skills, countryside or employability at Entry Level and Level 1 | E |
| 1.3 | Experience of working with particularly young learners and those with different learning needs and challenging behaviour | E |
| 1.4 | Experience of curriculum development in an educational or training environment | D |
| 1.5 | Experience of managing a pressurised and demanding role and the ability to prioritise | D |

1. **Special Knowledge and Job Requirements**

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| --- | --- | --- |
| 2.1 | Relevant degree, or professional accreditation, HND or equivalent | D |
| 2.2 | Teaching qualification (completed or in progress) | E |
| 2.3 | A high level of ICT skills to operate tracking and management systems effectively | E |
| 2.4 | Enthusiasm for working with challenging learners and learners of all abilities | E |
| 2.5 | An understanding of and commitment to Diversity & Equality as it applies to a supportive service and in the workplace. | E |
| 2.6 | An understanding of safeguarding and a commitment to creating a safe learning environment | E |
| 2.7 | Commitment to inclusive and comprehensive educational provision. | E |

*This post is subject to an enhanced DBS disclosure and barring list check as it is within regulated activity due to Capel Manor College being defined as a ‘specified place’.*