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###### Groundwork London Job Description

###### Job Title: Horticulture Tutor

**Responsible to:** **Operations Manager, Employment & Skills Training**

Responsible for: No line management responsibilities

Location: Pan London

Job Background:

Groundwork London delivers horticultural qualifications to young people as part of funded work programmes with our partners. The Horticulture Tutor plays a central role in the delivery of the required learning and skills development and assessments, and supports the participants during their journey to qualifications.

The tutor delivers accredited and non-accredited horticulture courses and training within one-to-one and group delivery formats, ensuring the support provided assists and motivates unemployed adults and young people to achieve qualifications and become employment ready. The tutor is part of a high performing delivery team which also provides horticulture services across a number of Groundwork London Open Space and land based programmes and projects.

## Main Objectives:

* Engage people of all ages with Groundwork’s horticulture and Youth, Employment and Skills Training programmes in a variety of outreach settings to support their personal and career development.
* Encourage workless individuals who may face multiple barriers or lack motivation, to develop their confidence and belief in the benefits of a working life, and in further education and training through the delivery of accredited and non-accredited courses in a variety of horticulture subjects to learners throughout London.
* The Tutor will support learners to achieve their learning aims by delivering both one to one and group training, including as required, some development and writing of training material, session plans and schemes of work.

## Key Tasks & Responsibilities:

* Work in partnership with Employment Advisors to support beneficiaries through a programme of coaching and training.
* Carry out the initial assessment process with all potential learners, completing appropriate documentation.
* Maintain and administer records relating to the participants, and their training, and provide reports and data in formats as agreed with the line manager and the requirements of funders and awarding bodies.
* Obtain/record detailed information regarding learners’ skills level, short, medium and long-term aims.
* Assist individuals to gain entry into employment or training by delivering Groundwork London employment contracts and training programmes, and providing information, advice and guidance as required.
* Support the management of data in the delivery of accredited qualifications and employment programmes, ensuring all information and data is gathered and maintained in accordance with the Data Protection Act 2018/GDPR.
* Prepare and adapt teaching materials including handouts, assignments, booklists and assessment papers, to enable all learners to progress.
* Deliver accredited and non-accredited qualifications on a one-to-one or group basis, following curriculum guidelines and with adherence to the assessment and accreditation procedures required by the awarding bodies.
* Produce and deliver appropriate individual and group exercises, in order to achieve the Individual Learning Plan.
* Provide a supportive role and motivate learners to successfully overcome the barriers to gaining qualifications and employment
* Develop effective communications with learners; take a helpful and positive approach with a caring and considerate manner.

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the department, as may reasonably be required.
* Work with due regard for Groundwork’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* Ensure all required Internal Training is carried out as necessary – including Prevent, Safeguarding and Modern Slavery.

Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
* Identify learning and development needs with line manager and maintain a CPD log
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally, through standardisation meetings and other training opportunities.

**November 2021:**

**Select HR: ID 894**

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**Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the Person Specification criteria for the post.**

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| **Position Name: Horticulture Tutor** |
| **Job****Factors** | **Criteria No** | **Person Specification Criteria** | **Ranking** | **Criteria to be tested by the following documents and/or activities** |
| **E = Essential****D = Desirable** | **Application Form** | **Interview** | **Presentation** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Qualifications & Experience** | **1** | Certificate in Education or equivalent or PTTLS, DTTLS, and an appropriate horticulture qualification | E | **✓** |  |  |  |  | **✓** |
|  | **2** | Assessors Award - D32 D33 A1 Award TAQA or willingness to work towards it. | E | **✓** | **✓** |  |  |  | **✓** |
|  | **3** | A proven record of developing curriculum/programmes of learning and of planning & delivering, on a roll-on, roll-off programme.  | D | **✓** |  |  |  |  |  |
|  | **4** | Experience working in the Horticultural Industry | E | **✓** |  |  |  |  |  |
|  | **5** | Experience of working in a target driven environment and of achieving set targets. | D | **✓** | **✓** |  |  |  |  |
|  | **6** | Experience of working within and understanding of the Awarding Body requirements for the delivery of national qualifications at entry level 1, 2, 3, and level 1.  | D | **✓** |  |  |  |  |  |
|  | **7** | Ability to deliver skills qualifications in conjunction with basic skills and IAG. | E | **✓** | **✓** |  |  |  |  |
| Competencies | **8** | Ability to design, write and produce appropriate learning resources for group or one-to-one lessons. | E |  | **✓** |  |  |  |  |
|  | **9** | The ability to handle challenging situations whilst remaining calm and in control especially in a group situation. | E |  | **✓** |  |  |  |  |
|  | **10** | An empathy with the customer group and experience of overcoming complex barriers to learning and commitment, and a background in working with unemployed and/or disadvantaged people and in a challenging environment. | D |  | **✓** |  |  |  |  |
|  | **11** | Understanding of Equal Opportunities, Health and Safety and Data Protection policies with specific attention to health and safety requirements when organising off-site activities. Commitment to Equal Opportunities at Practical test and Certificates and qualifications. | E | **✓** | **✓** |  |  |  |  |

**Appointment to this role is subject to a basic Criminal Records check through the Disclosure and Barring Service (DBS).**