

## JOB DESCRIPTION

**Job Title:** Vocational Trainer - Skills for Work and Living (Horticulture)

**Reporting To:** Vocational Training Manager

**Responsible for:** Up to 50 learners as part of a team of trainers

### Main Functions:

To work as a part of our training team to plan and deliver Harington's Skills Pathway training programmes (Horticulture and Skills for Work and Living) for learners with special educational needs and disabilities, preparing them for employment, further education or independent living.

To teach and assess learners on a range of accredited and non-accredited courses ranging from Entry Level to Level 1 and develop learners practical and work skills through the delivery of horticulture based programmes.

To contribute effectively to the successful learning experience of learners through high quality teaching and a supportive approach that results in high levels of learner achievement, retention and progression.

### Main Duties and Responsibilities:

1. Contribute to thorough initial assessment and induction of learners on Skills Pathway programmes.
2. Contribute to the planning and design of cohesive individual learning plans/programmes through discussion with learners, parents and colleagues.
3. To be responsible for an agreed teaching programme of accredited and non-accredited learning within the Skills Pathway programme. Teaching and assessing at entry level to level 1, but may be required to teach on any other course at Harington for which the post holder is qualified.
4. Embed within all learning activities the opportunity to improve learners English, maths and communication skills.
5. Ensure that ICT is used effectively to enhance teaching, learning and assessment.
6. Liaise effectively with Harington's internal work placements and work experience co-ordinators to ensure that a joined up approach to the development of learners' work skills is taken.
7. Develop schemes of work, lesson plans, group profiles and learning materials for teaching and learning sessions.
8. Assess candidates working towards qualifications and ensure the maintenance of candidate portfolios and assessment records.
9. Assist with preparing and implementing annual, weekly, and daily horticultural work schedules.
10. Act as a keyworker to a number of learners reviewing their progress, providing tutorial support, guidance, and liaising with external organisations as appropriate.
11. Assist with ensuring that expected standards of learners' behaviour are adhered to.
12. Maintain accurate records of work, learner attendance, progress and assessment in line with agreed procedures and produce reports as requested by managers.
13. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
14. Share good practice and contribute toward quality improvement within the organisation including regular course evaluation and learner feedback.

15. Attend regular staff meetings, team meetings, moderation/assessor meetings and supervision meetings.
16. Adhere to and promote all company policies, particularly Health and Safety, Equality and Diversity and Safeguarding.
17. Be responsible for the maintenance of personal health and safety and development of best practice, as well as that of our clients and fellow staff, as required by the company, the Health and Safety Executive, and any other monitoring or contracting body.
18. Work as a member of the Harington team and carry out cover for other staff as and when required.
19. Carry out other duties as specified by a senior member of staff as commensurate with the grade.

**Salary:** £23,437 - £25,721 (Grade A: Unqualified/part-qualified)

£25,721 - £28,579 per annum (Grade B: Qualified)

**Hours:** 37.5 hours a week (08.00 – 16.30 or 08.30 - 17.00) plus occasional weekend duty for which time off in lieu will be granted.

**Annual Leave:** 25 days rising to 30 after 5 year's service

This job description will be reviewed annually - Version July 2017

## Person Specification.



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Selection Criteria	Essential (E) Desirable (D)	Assessment method
<b>Qualifications</b>		
Qualified teacher (or willing to work toward achieving within an agreed timescale): Qualified = Level 5 Diploma in Education and Training, DTLLS, Cert Ed, PGCE or equivalent full teaching qualification.	E	AF / C
Relevant horticultural qualifications (Level 3 or above) and/or proven experience of horticultural work	E	AF / C
Minimum of Level 2 Literacy and Numeracy	E	AF / C
Assessor award (A1/TQA)	D	AF / C
Advice and Guidance qualification	D	AF / C
<b>Experience</b>		
Experience of working with learners with special educational needs and or disabilities (including High Need learners)	E	AF, I
Experience of working in further education and/or training	D	AF, I
Experience of working with learning support assistants, teaching assistants or support workers to support teaching, learning and assessment.	D	AF, I
Experience of delivering Entry level courses	D	AF, I
<b>Knowledge</b>		
Knowledge of working with learners with special educational needs and or disabilities (including High Need learners)	E	AF, I
Strong subject or vocational knowledge and understanding	E	AF, I
Demonstrable knowledge and understanding of Health and Safety requirements.	E	AF, I
Knowledge of Recognising and Recording Progress and Achievement in non-accredited learning	D	AF, I
<b>Skills and abilities</b>		
Ability to deliver a range of accredited and non-accredited learning opportunities that develop learners work and living skills (e.g. horticultural skills, employability, personal and social skills or independent living skills)	E	AF, I
The ability to work as an effective member of a team and to work independently.	E	I
Good oral and written communication and the ability to communicate effectively with learners	E	I
Ability to use Makaton, BSL and/or communication aids to communicate with learners	D	I
Good planning administrative and organisation skills	E	I

Other		
Commitment to safeguarding and improving the well-being of children and vulnerable adults and ability to follow safeguarding and Prevent procedures.	<b>E</b>	<b>I</b>
Knowledge of/commitment to equality of opportunity and ability to promote this in all aspects of work.	<b>E</b>	<b>I</b>
Willing to undertake continuous professional development as necessary.	<b>E</b>	<b>I</b>
A full driving licence	<b>D</b>	<b>AF</b>

**ASSESSMENT METHOD KEY:** **AF** = Application Form **C** = Certificate and **I** = Interview (please note that the interview process often involved a micro teach and/or written assessment)

**This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List checks.**