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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Instructor – Floristry

**Department:** Curriculum Division

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand. (0.6 Pro – Rata 22.5 hours per week)

**Teaching Hours:** up to 30 hours per week (0.6 pro-rata 18 hours)

**Responsible to:** Head of School – Landbased & Equine

**Reports:** N/A

**Salary / Scale** Lecturer Spine – Band ‘A1’ – £13,030.80 - £14,282.40 (£21,718.00 - £23,804.00 per annum for full time equivalent)

**Date of Issue:** August, 2020

**Organisation Chart:**

Head of School – Landbased & Equine

Instructor – Floristry

1. **Aims and Purpose of the Post**
   1. To assist with the teaching and training of students and other client groups to quality standards set by the College.
   2. To maintain the floristry workshop and ensuring the resources are managed, maintained and ordered appropriately.
2. **Specific Responsibilities**
   1. To assist and assess students attending full-time, part-time and short courses as directed by the Head of School
   2. To assist with other student and trainee groups including the maintenance of records of achievement.
   3. To counsel students and maintain discipline as required.
   4. To participate in the recruitment of students, including attendance at Shows and Careers Conventions.
   5. To participate in Curriculum Development meet the needs of changing industrial demand and College planning.
   6. To participate in demonstrations and practical activities with students and trainees on all courses.
   7. To assist with internal verification if occupationally qualified and auditing monitoring processes.
   8. To ensure that administrative procedures are completed efficiently, including statutory and internal records and returns, reports required by College management and the maintenance of Asset Registers.
   9. To assist in the maintenance and sustainable development of resources and commercial activities.
   10. To attend day and evening meetings, courses etc. Considered to be of benefit to the College and the individual.
   11. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   12. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   13. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   14. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Teachers’ Pension Scheme

43 days holiday (Inc. bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** | |
| **Person Specification – Instructor Floristry** |
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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to Level 3 or have equivalent vocational experience within Floristry. | X |  |
| Degree in relevant discipline. |  | X |
| Post graduate qualification to deliver on Further and Higher Education with a specialism in precision farming and arable expertise. |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| To hold an appropriate professional qualification or equivalent |  | X |
| To hold (or be willing to work towards and achieve) a Diploma in Teaching and Learning (Certificate in Education) or equivalent | X |  |
| **Experience & knowledge** |  |  |
| To have experience of working within the Floristry industry. | X |  |
| Relevant and up to knowledge of the Floristry industry. | X |  |
| Experience in the Floristry industry | X |  |
| Experience of working within the HE / FE sector |  | X |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Have knowledge of current Health & Safety Regulations and be familiar with their operations e.g. risk assessments, COSHH | X |  |
| Ability to present information effectively and respond to questions from employees, customers and students | X |  |
| Experience of successfully teaching a diverse range of students and adapting approaches accordingly. |  | X |
| Ability to keep to deadlines and capable of managing own time effectively and efficiently | X |  |
| Ability to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| **Personal Attributes** |  |  |
| Excellent verbal and written communication skills | X |  |
| Willingness to operate flexibly i.e. weekends and evenings to cover open days (occasionally) | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Strong team player | X |  |
| Be flexible and able to cope with change | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting students first | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website