



Wildgoose Rural Training

JOB DESCRIPTION

Job Title:	Horticultural and Land Based Tutor
Job Purpose:	Working with, training, mentoring and caring for small groups of LDD Adults and/or young people who are not able to access the standard curriculum across the spectrum of land-based subjects but majoring in horticulture.
Reports to:	Managing Director and Designated Line Manger
Grade/Salary:	FTE £28,900 per annum
Hours:	This is an initial 3 day per week contract (60%) but could potentially become a full-time contract.
Status:	Sessional/Part-time
Safeguarding Status:	At WGRT we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the WGRT values and is fully embraced by all WGRT staff.

WGRT considers itself a 'specified place' for the purposes of safeguarding legislation and therefore all posts at WGRT are Regulated Activity. Someone will not be employed by WGRT if they are barred from working with children or vulnerable adults.

WGRT recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to WGRT accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at WGRT, at appointment and in the future.

A satisfactory DBS certificate must be provided before the successful applicant can begin unsupervised working.

Vision:

We are looking for an enthusiastic, self-motivated caring person to provide group support for students who have additional needs. You will work with the Senior Management Team (SMT) and other Tutors to support the needs of the people in your care. You will need to be compassionate, confident and caring with a commitment to empowering adults with learning disabilities to achieve and succeed in every aspect of their lives. You should be a seasoned horticulturalist with a clear understanding or working knowledge of permaculture. You will also need the flexibility to work across a variety of land-based subjects and creative activities. Overall Experience of SEND is essential as are good communication skills and a positive and flexible attitude. The successful applicant will display good organisational and administrative abilities and have experience of the care sector. You will also have a very caring and supportive attitude, WGRT is more concerned with the development of people than with churning out masses of paperwork however accurate records, excellent organisational skills and efficient working practices are very important.

Main Tasks and Duties:

- Deliver horticultural sessions with groups of LD adults and young people.
- Manage and maintain an area of raised beds that produce fruit and vegetables. Maintain a small garden connected to our tearoom.
- Provide therapeutic opportunities for students to experience outdoor and land-based activities at a level where they feel valued and that they have progressed.
- Deliver Employability & Personal Development including Life Skills and communication skills.
- Provide a caring attitude to the students in your care throughout the day.
- Prepare group folders, individual folders, lesson plans and educational support plans
- Some teaching to local Special Schools and Short Stay School groups may be required
- Report to parents, carers, course tutors and SMT as necessary
- Regularly review, adapt and improve systems and procedures
- Produce good quality and differentiated teaching resources
- Produce risk assessments for activities as required
- Attend regular team meetings
- Promote the WGRT by attending, WGRT open events, WGRT special events, course information events, special school transition events and others as required.

Duties Expected of All WGRT Staff:

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults at WGRT.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.

- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- All staff are expected to work the WGRT Open day which takes place in May or June each year.
- All Tutors to attend the annual awards evening in July.
- To regularly review, adapt, and improve systems and procedures.
- To support the WGRT's commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the WGRT's approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.
- With assistance from the other WGRT service areas (eg. SMT, Development, student admissions, etc), manage the recruitment process for your course.
- Agree, set, share and monitor course performance targets with the SMT.
- Plan and co-ordinate the teaching/learning timetable for the programme area you lead in consultation with the SMT.
- Undertake teaching hours as contracted.
- Plan and review course content in consultation with colleagues within the ethos of continuous improvement.
- Be responsible for the pastoral support and welfare of students in their group ensuring access to personal support through liaison with support services.
- Monitor the attendance, punctuality and academic progress for all aspects of students in your group providing them with access to any extra help they may require (eg learning support).
- Plan and provide access to a range of enrichment activities within the framework of available options.
- Operate in-line with WGRT procedures, maintain contact with parents, guardians and carers, and report on progress where appropriate.
- Organise and conduct off site visits as appropriate.
- Use the WGRT disciplinary procedure in liaison with the SMT.
- Prepare for and co-ordinate course internal verification and liaise with the WGRT Lead and External Verifier to ensure the effective validation of programmes.
- Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the WGRT.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in WGRT.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the WGRT operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
Educational Qualifications / Experience	<ul style="list-style-type: none"> • A strong horticultural bias that promotes permaculture principles. • Experience of working with learners with learning difficulties, disabilities and emotional & behavioural difficulties. • Experience of portfolio building. • At least three years of consistent experience in delivering Land Based subjects. • A minimum of a Level 2 qualification (GCSE or equivalent) in English and Mathematics • Teaching qualification and experience e.g. PTLLS / PGCE / Cert Ed / CEVAS or equivalent. 	<ul style="list-style-type: none"> • Experience of qualifications in Permaculture. • Experience of teaching Life Skills, Employability & Personal Development or Personal & Social Development subjects. • An appropriate first aid qualification. • Food hygiene certificate • Safeguarding awareness or qualification. • Training in responding to epilepsy.
Knowledge	<ul style="list-style-type: none"> • Have a clear understanding and knowledge of land-based subjects, care farming and working with LDD Adults. • Planning inspiring sessions and teaching materials to the correct level of student understanding. • Understanding care plans, lesson plans and portfolio building. 	<ul style="list-style-type: none"> • Knowledge of recruitment of students • Continuing professional development • Knowledge of the IV/EV process
Skills	<ul style="list-style-type: none"> • A broad range of horticultural skills, growing produce and maintaining gardens. • Good interpersonal skills. • IT literate. • Ability to meet deadlines and prioritise workload. • Small tractor driving and machinery operation. • Ability to be flexible. • Be highly organised. • Possess excellent communication skills. 	<ul style="list-style-type: none"> • Ability to contribute to achieving cultural change. • Experience of course tutorship responsibilities.
Personal Attributes	<ul style="list-style-type: none"> • Commitment to empowering young people and adults with learning disabilities to achieve. • Willingness and ability to tackle poor student performance or behaviour. 	<ul style="list-style-type: none"> • Good sense of humour.
Other requirements		<ul style="list-style-type: none"> • D1 Minibus driving licence

Competencies Required of All WGRT Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of WGRT as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in WGRT
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment (subject to probation).
- The Contract of Employment will be based on the provisions of the Wildgoose Rural Training Academic Staff Contract.
- The salary for this post will be £17,340 per annum, which is equivalent to 60% of a full time salary of £28,900.
- Our standard working day is 0800-1600, 8 hours per day. Student contact time is 5 hours per day 0930-1430.
- The annual leave entitlement will be 17 working days to be taken during the period 1 September to 31 August plus agreed Statutory Bank Holidays.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with interim reviews at 2 and 4 months
- The notice period will be one months on either side.
- Membership of workplace Pension Scheme is available.
- The appointment is subject to the WGRT receiving satisfactory references which will include questions around whether concerns have been raised regarding safeguarding or working with students.
- The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above.

Criminal Records – Disclosure and Barring Service check

WGRT is unable to appoint anyone who is barred from working with children or vulnerable adults to a Regulated position.

The offer of an appointment with the WGRT will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both ‘spent’ and ‘unspent’. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment.

Applications

Please return the completed Application Form by email to jim@wgrt.org or by post to: *Jim Hilderley, Wildgoose Rural Training, Old Quarry Drive, Main Road, Hallow, Worcester, WR2 6LS.*

The Closing Date for Applications:

Proposed Interview Date: TBC

Applicants for this position must complete a WGRT employment application form. **CVs will not be accepted.**

You may be asked to provide evidence of all the qualifications listed on your application form at interview.

WGRT is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The WGRT welcomes applications from people with a disability and will offer interviews to all those who are able to reasonably fulfil the criteria outlined in this Job Description. If applicants with a disability shortlisted for interview require any assistance in attending, please contact the WGRT’s Manager in order that alternative arrangements are made.

WGRT reserves the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Following receipt of completed application forms, if you have not heard from the WGRT within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short-listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).