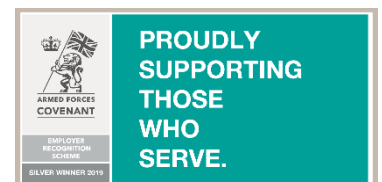




KINGSTON MAURWARD COLLEGE

JOB DESCRIPTION

Job Title:	Countryside, Wildlife and Environment Teacher
Post Reference No:	HORT62a
Job Purpose:	To support the delivery of a high-quality learning experience for learners wishing to develop their education and careers in the countryside and environment.
Reports to:	Head of Department – Countryside, Horticulture, Arboriculture, Floral Design and English and maths
Grade/Salary:	£26,325 - £32,046 per annum depending on the candidates' qualifications and experience.
Hours:	37 hours per week, Monday – Friday with flexibility to meet business needs.
Status:	Permanent
Functional Links With:	Teaching staff, Student Welfare, Student Administration, Marketing, Apprenticeship coordinators, Support Staff



Kingston Maurward is more than just a college.

It is a college, a country estate, a dairy farm, a wedding venue, a conference centre, an arable farm, a tourist destination, a residential provider, the birthplace of Thomas Hardy and, most crucially, the only provider of land-based studies for 60 miles in any direction. We have a major strategic role in the development of Dorset's rural economy, which although firmly rooted in our heritage as an agricultural provider, now spans the full range of land-based studies and beyond, from entry level to degree.

Developing a reputation for being 'the place to go' is core to our mission. We are at the heart of Dorset, both emotionally and literally.

Engagement and strategic positioning is vital to ensure we continue to grow both our reputation and student numbers and any successful candidate will be expected to contribute to our profile beyond the estate within the county and demonstrate our values – if that means standing in the cold in February handing out the prizes at a ploughing match, or visiting schools to inspire Year 11, or helping fill buckets of water in the snow because Equine students couldn't get in, it's just what we do.

We need staff who will move us to the next step as part of a forward-looking organisation, rooted in the landscape of Dorset and the history of the estate. What binds us to the past is important, but it is not what defines our future; the essence of Kingston Maurward is about people, attitudes and the culture we all inherit and develop.

For this role, we are looking for an enthusiastic, talented and self-motivated person to lead the course management and deliver both classroom and practical training to level 3 countryside students. The successful applicant will have plenty of industry knowledge as well as being able to demonstrate excellent administrative and organisational abilities in order to perform the role successfully.

You will work closely with other teachers from the Department to ensure that each learner receives a high level of service alongside excellent training and education.

The level 3 course has been awarded the Chartered Institute of Ecology and Environmental Management Education Programme of the Year 2021 and runner up in 2022.

You will need experience of habitat management, be confident in delivering to current industry standards and be an inspiring teacher. A flexible and positive attitude is required to maintain the success of the provision and to develop this area of education and training further.

Main Tasks and Duties:

- To deliver high quality teaching, learning and assessment to predominately countryside learners in practical sessions and online and face to face classroom lessons
- To undertake course management responsibilities for a designated study programme and group of learners
- To establish work placements, recruit and interview learners. To attend careers conventions and open days as requested.
- To work with employers to ensure safe and productive placements are available to learners
- To undertake regular progress reviews with the learner completing the necessary paperwork in line with college systems.
- To undertake assessments and complete the necessary paperwork in line with College systems.
- To monitor learner performance and initiate appropriate actions to ensure 'at risk learners' achieve their learning goals.
- Prepare schemes of work, lesson plans and assessment plans.
- Ensure Health and Safety regulations are adhered to in the provision of a safe working environment by recording and carrying risk assessments for practical activities both on & off site.
- Monitor the attendance, punctuality and academic progress for all students in your groups providing them with access to any extra help they may require (eg learning support)
- Report to KMC staff and parents or carers of learners as necessary.
- To set and maintain high levels of best practice.
- Organise and conduct trips and study tours as appropriate.
- Use the College disciplinary procedure in liaison with the Deputy Principal.
- Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the College.

Duties Expected of All College 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 in College.

- 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.
- To regularly review, adapt, and improve systems and procedures.
- To support the organisations commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College’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.

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

Person Specification

Key A – Application I - Interview

	Essential	How identified*	Desirable	How identified*
<u>Qualifications</u>	<ul style="list-style-type: none"> • Teaching qualification at Level 5 or above or the willingness to work towards. • Level 4 Qualification in Land, Wildlife, Environment, Countryside or allied subject or equivalent • Good standard of GCSE’s grades 4-9 / A*-C (or equivalent) inclusive of English and maths • An appropriate first aid qualification the willingness to work towards. 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> • Level 5 qualification in in Land, Wildlife, Environment, Countryside or allied subject or equivalent • Assessor awards within the vocational area of Horticulture, Arboriculture or Countryside. • Wide range of NPTC certificates of competence including chainsaw 	<p>A</p> <p>A</p> <p>A</p>
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • Experience of managing habitats: coastal, heathland, grassland, wetland. • Extensive and in-depth knowledge Land, Wildlife, Environment or Countryside • Experience and confidence in working on a range of Countryside activities and tasks • Some supervisory experience • Extensive knowledge of the countryside industry and issues 	<p>A</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience of Microsoft TEAMS • Mentoring/coaching experience • Wider understanding of all land based sectors • Have an understanding and knowledge of current debates within the FE sector 	<p>A</p> <p>I</p> <p>A</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> Understand the structure of the local industry Teaching, assessment and verification experience 	A A/I		
<u>Skills & Abilities</u>	<ul style="list-style-type: none"> Proficient use of associated industry machinery Good safety awareness Ability to meet deadlines and prioritise workload. Good practical skills in countryside tasks Excellent administrative and organisational abilities. 	I A/I A/I A/I	<ul style="list-style-type: none"> Ability to contribute to achieving cultural change 	I I
<u>Personal Qualities</u>	<ul style="list-style-type: none"> To be an inspiring teacher. Track record of successful teamwork. Enthusiastic with ability to motivate learners. Willingness to challenge unsatisfactory performance of students. 	A/I A/I A/I I	<ul style="list-style-type: none"> Good sense of humour. 	I
<u>Other</u>	<ul style="list-style-type: none"> Current driving licence. 	A	<ul style="list-style-type: none"> D1 Minibus driving licence. 	A

Competencies Required of All College 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 the department and wider College as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Kingston Maurward Academic Staff Contract.
- The salary for this post will be in the range of £26,325 - £32,046 per annum depending on the candidates' qualifications and experience.

- Working Hours will be 37 per week during Monday to Friday with flexibility to meet business needs.
- The annual leave entitlement will be 35 working days to be taken during the period 1 September to 31 August plus agreed Statutory Bank Holidays and College closure days.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews after 2, 4 and 6 months.
- The notice period will be three months on either side.
- Membership of the Teachers Pension Scheme is available.
- The appointment is subject to the College 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. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.
- If you do not achieve the required teaching qualification (if outlined in the criteria of the Person Specification) within the allotted time then the post will not be continued.

Criminal Records – Disclosure and Barring Service check and Safeguarding Status: At Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

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

The offer of an appointment with the College 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. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex Offenders or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College 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 the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

For an informal discussion about the role, the qualifications needed or your suitability, please call Joanna Jeffery on 01305 215000, option 1, extension 2306 during normal working hours.

Applications

Applicants for this position must complete a college employment application form.

CVs may be submitted and will be considered in support of a fully completed application form.

We are not accepting CVs at this stage from Recruitment Agencies

Please return the completed Application Form together with a letter of application by email to recruitment@kmc.ac.uk or by post to: HR Department, Kingston Maurward College, Dorchester, Dorset, DT2 8PY.

The Closing Date for Applications: Rolling

Proposed Interview Date: As and when required

Kingston Maurward College 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.

Please add recruitment@kmc.ac.uk to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

For further details on application forms or the recruitment process, please go to our website www.kmc.ac.uk. Alternatively, please contact the HR department by emailing recruitment@kmc.ac.uk.

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

Kingston Maurward College 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 College 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 College’s Human Resources Manager in order that alternative arrangements are made.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the College’s Website under “Work for Us” or you can request a copy by emailing recruitment@kmc.ac.uk.

Following receipt of completed application forms, if you have not heard from the College 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).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Countryside, Wildlife and Environment Teacher** at Kingston Maurward College.

The College 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 the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

Signed:

Print Name (Block capitals):

Date: