



## **Lecturer in Floristry**

### **JOB DESCRIPTION**

**Directorate of Land-based, Animal and Equine & SCCA**



## ADVERTISEMENT

### **Lecturer in Floristry**

Within the range of £26,367 to £39,876 per annum pro rata  
17.5 hours per week, 52 weeks per year

Are you keen to share your skills, knowledge, and experience? Would you like a rewarding career in education? We are seeking to recruit a part-time Lecturer in Floristry and are looking for qualified professionals who have the ability to share their passion and enthusiasm, and have the ability to encourage and inspire others.

You would be required to teach and assess floristry related subjects up to Level 3 to a wide range of students. You should have relevant up-to-date industry experience in floristry, along with a relevant Level 3 qualification or equivalent.

You will have a passion for engaging and motivating people, demonstrating creativity and innovation alongside delivering best teaching practice to ensure students receive an exceptional experience. You will be required to plan lessons and undertake teaching and assessment to meet the needs of our learners to enable them to achieve their full potential.

Suffolk New College can provide relevant teacher training to those individuals who can demonstrate the potential to become effective teachers.

This post is based at Suffolk Rural campus; however, Suffolk New College is a multi campus therefore you may be required to work at and travel between campuses.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it is a commitment to providing the best possible environment for our learners to thrive. It is a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

**For further information, please visit [www.suffolk.ac.uk](http://www.suffolk.ac.uk)**

**Closing date: Sunday 22<sup>nd</sup> September 2024 at 12:00 Midnight**

**Interview date: Tuesday 1<sup>st</sup> October 2024**

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

## **DIRECTORATE OF LAND-BASED, ANIMAL & EQUINE**

Our Directorate of Land Based, Animal & Equine is based at the Suffolk Rural campus of Suffolk New College which is located in Otley, just a few miles outside of Ipswich. Suffolk Rural is a specialist land-based campus catering for a wide range of courses with a number of specialist buildings and equipment.

The Directorate of Land-based, Animal & Equine delivers a wide range of specialist qualifications within Agriculture, Arboriculture, Horticulture, Floristry, Animal Studies and Equine. This is an exciting period of growth and development for the directorate, which has access to a large estate based around a working farm and a vibrant Animal Centre.

The Floristry curriculum offer currently includes Level 1, 2 and 3 qualifications designed to develop both theory and practical skills and includes areas such as caring for and maintaining floristry products, creating floristry designs, and planning, preparing and constructing designs for weddings and funerals.

The Directorate team comprises of management, teaching staff, technicians and administrators who are all committed to delivering an exceptional experience to our learners to enable them achieve and to progress their chosen career through Further Education, Higher Education opportunities or employment.

## JOB DESCRIPTION

### Lecturer in Horticulture

Summary of Benefits, and Terms and Conditions

<b>Location:</b>	Suffolk Rural Campus*
<b>Salary:</b>	Within the range £26,367 to £39,876 per annum pro rata (Working 17.5 hours, this equates to £13,183.50 to £19,938 per annum)
<b>Salary Scale:</b>	Lecturer
<b>Contract status:</b>	Permanent
<b>Hours of work:</b>	17.5 hours per week (12 hours teaching and 5.5 hours preparation and other duties). Weekly teaching hours may be increased up to 13 hours per week in order to meet the needs of the business, for example, to facilitate front loading or for providing cover for staff absence
<b>Pension:</b>	Career Average Pension Scheme in which employees contribute between 7.4% and 11.7% depending on salary.
<b>Holiday:</b>	50 days per annum pro rata (including bank holidays and Christmas closure)
<b>CPD Days:</b>	5 self-directed CPD days per annum pro rata and 5 college directed CPD days per annum pro rata
<b>Staff Development:</b>	Corporate, Departmental and Personal Development Programme opportunities
<b>Reporting to:</b>	Head of Land-Based, Animal and Equine

\* This post is based at Suffolk Rural, however Suffolk New College is a multi-campus therefore you may be required to work at and travel between campuses.

## JOB PURPOSE

To undertake teaching and assessment, and deliver an exceptional experience to all learners monitoring student progress and achievement and working as a team member with colleagues in the curriculum area, Directorate, and the wider College.

## MAIN RESPONSIBILITIES AND DUTIES

1. To undertake teaching on courses and programmes of study including lectures, seminars, tutorials, and workshops for students engaged on programmes within the curriculum area.
2. To review and develop resources to facilitate effective and innovative learning, teaching and assessment.
3. To teach and embed relevant literacy and numeracy aspects within vocational sessions as required.
4. To contribute to the development of the Virtual Learning Environment (VLE) to enhance learning, as required, including the development of independent study skills.

5. To participate in curriculum development and planning.
6. To carry out periodic evaluation and monitoring of the quality of provision in line with the quality assurance calendar.
7. To contribute to the promotion of courses within the programme area through involvement in programme guidance sessions, open events, and taster days.
8. To take responsibility for administrative duties as delegated by management.
9. To plan, facilitate and supervise external activities and trips, including contributing to the planning of work experience
10. To communicate effectively and work closely with the Progress Tutor team to support students to achieve, including parent/guardian liaison as appropriate.
11. To undertake research and consultancy in line with college policies.
12. To work within the Directorate and cross-College on collaborative curriculum projects.
13. To maintain and develop professional and educational links regionally, nationally, and internationally and actively engage with Continued Professional Development.
14. To comply with Health and Safety regulations and policy and implement these effectively throughout all aspects of the role.
15. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
16. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time because of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the postholder to undertake the new/varied work.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including maths and English to Level 2 (GCSE C or 4 grade)</li> <li>• Level 3 qualification in a relevant subject area</li> <li>• Teaching qualification (Level 5) or commitment to achieving one within a specified period</li> <li>• Assessor Award or commitment to achieving one within a specified period</li> </ul>	<ul style="list-style-type: none"> <li>• Assessor Award</li> <li>• Internal Verification Award</li> <li>• Degree or professional qualification in a relevant subject</li> <li>• Teaching qualification (Level 5)</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant professional industry experience</li> <li>• Knowledge of current industry standards, trends, and technology</li> <li>• Knowledge or experience in relation to aspects of teaching, training, assessing, mentoring, or coaching people</li> <li>• Understanding of performance targets in relation to education including attendance, retention, progress, achievement, and success.</li> <li>• Understanding of teaching, learning and assessment</li> <li>• Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach across FE and HE</li> <li>• Developing curriculum and teaching resources</li> <li>• Teaching in further education</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a diverse range of audiences including young people, managers, and team members</li> <li>• Planning, time management and organisational skills</li> <li>• Build and maintain professional working relationships</li> <li>• Team work and a commitment to sharing and promoting best practice</li> <li>• IT literate and drive to enhance learning through technology</li> </ul>	
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Motivational and inspirational</li> <li>• Student focused approach</li> <li>• Creative and innovative reflected through teaching practice</li> <li>• Pro-active and solution focused approach</li> <li>• Self-awareness and reflective thinking</li> <li>• Calm under pressure with a resilient approach</li> <li>• Diplomacy, tact, and integrity and with due regard for confidentiality</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Driven to deliver high quality teaching, learning and assessment</li> <li>• Embeds and promotes equality, diversity, and respect through all aspects of the role</li> </ul>	

	<ul style="list-style-type: none"> <li>• Pro-active commitment towards safeguarding and promoting the welfare of young people</li> <li>• Positive and can-do attitude towards work</li> <li>• Actively participates in continued professional development</li> <li>• Flexible approach to meet changing needs</li> </ul>	
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**EQUALITY & DIVERSITY**

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or parental leave, sexual orientation, transgender, disability, age, ethnicity, religion, or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list to all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

**CRIMINAL CONVICTIONS**

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.

**INFORMAL ENQUIRIES**

For informal enquiries please contact Lynsey Wilson, Director of Land-Based, Animal and Equine & SCCA at [lynseywilson@suffolk.ac.uk](mailto:lynseywilson@suffolk.ac.uk) or Alex Hammond, Head of Land-Based, Animal and Equine at [AlexHammond@suffolk.ac.uk](mailto:AlexHammond@suffolk.ac.uk)

**LECTURER SALARY SCALE**

	<b>Salary Point</b>	<b>£ per annum pro rata</b>
<b>Lecturer</b>	1	<b>26,367</b>
	2	<b>27,957</b>
	3	<b>29,661</b>
	4	<b>31,473</b>
	5	<b>33,387</b>
	6	<b>35,430</b>
	7	<b>37,584</b>
	8	<b>39,876</b>