



## **Instructor in Arboriculture**

### **JOB DESCRIPTION**

### **Directorate of Land Based, Animal & Equine**



## ADVERTISEMENT

### **Instructor in Arboriculture**

21 hours per week.

Salary within the range £23,448 to £27,957 per annum, pro-rata

Are you keen to share your skills, knowledge and experience? Would you like a rewarding career in education? We are seeking to recruit an Instructor in Arboriculture and are looking for qualified professionals who have the ability to share their passion and enthusiasm, and have the ability to encourage and inspire our learners.

You should have relevant up-to-date industry experience in arboriculture and forestry, supported by a relevant Level 3 qualification or equivalent.

You will have a passion for engaging and motivating people, demonstrating creativity and innovation to ensure learners receive an exceptional experience.

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's a commitment to providing the best possible environment for our learners to thrive. It's 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: Thursday 16<sup>th</sup> May 2024 at Midnight**

**Interview date: To be confirmed**

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.

## SUMMARY OF BENEFITS, AND TERMS AND CONDITIONS

### Instructor in Arboriculture

<b>Location:</b>	Suffolk New College, Suffolk Rural Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses
<b>Salary:</b>	Within the range £23,448 to £27,957 per annum, pro-rata (bar at £24,864, progression requires completion of a recognised teaching qualification)
<b>Salary Scale:</b>	Instructor
<b>Contract status:</b>	Permanent
<b>Hours of work:</b>	21 hours per week (18 hours instructing and 3 hours preparation and other duties), 52 weeks per year
<b>Pension:</b>	Career Average Pension Scheme in which employees contribute between 7.4% and 11.7% depending on salary.
<b>Holiday:</b>	35 days per annum, plus bank holidays and Christmas closure
<b>CPD Days:</b>	5 self-directed CPD days and 5 college directed CPD days per annum
<b>Staff Development:</b>	Corporate, Departmental and Personal Development Programme opportunities
<b>Benefits:</b>	To view our full range of benefits, please visit <a href="https://www.suffolk.ac.uk/about/work-with-us/#benefits">https://www.suffolk.ac.uk/about/work-with-us/#benefits</a>
<b>Reporting to:</b>	Head of Land Based

## JOB PURPOSE

To undertake practical instruction 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 instructing on courses and programmes of study for students engaged on programmes within the curriculum area.
2. To carry out assessments of student work, either on-site or off-site, and to attend and participate in Assessment Boards.
3. To provide information, advice and guidance to students, signposting or referring to colleagues as appropriate.
4. To contribute to planning and development of relevant resources.
5. To maintain student discipline and behaviour in classrooms, workshops and laboratories.
6. To communicate effectively and work closely with the Progress Tutor team to support students to achieve.
7. To assist with the planning, facilitating and supervising of external activities and trips.

8. To contribute to quality assurance and course monitoring processes, attending meetings as required.
9. To contribute to the promotion of courses within the programme area through involvement in programme guidance sessions, open events and taster days.
10. To take undertake administrative duties as required by the role.
11. To comply with Health and Safety regulations and policy and implement these effectively throughout all aspects of the role.
12. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
13. 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 as a result 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>• Level 3 qualification in a relevant subject area e.g. Arboriculture</li> <li>• 2003 Chainsaw maintenance and cross-cutting (Previously CS30)</li> <li>• 2004 Felling and processing trees up to 380mm (Previously CS31)</li> <li>• 2013 Climb trees and rescue (Previously CS38)</li> <li>• 2108 Aerial cutting of trees with a chainsaw (Previously CS39)</li> <li>• Emergency First Aid certificate</li> <li>• LANTRA Basic Tree inspection</li> </ul>	<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>• Assessor Award or a commitment to achieving within a specified timeframe</li> <li>• Teaching qualification (Level 5) or a commitment to achieving within a specified period</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 instructing, training, assessing, mentoring or coaching people</li> <li>• Delivering practical demonstrations to groups</li> <li>• Understanding of learning and assessment</li> <li>• Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Working 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 use technology in the work environment</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 instructing 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 instructing, learning and assessment</li> <li>• Embeds and promotes equality, diversity and respect through all aspects of the role</li> <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> </ul>	

- Flexible approach to meet changing needs

## EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity 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 Alex Hammond, Head of Land Based, Animal and Equine via email [AlexHammond@suffolk.ac.uk](mailto:AlexHammond@suffolk.ac.uk)

## INSTRUCTOR SALARY SCALE

Grade	Point	£
	1	<b>23448</b>
<b>Instructor/Progress Tutor</b>	2	<b>24864</b>
	BAR (*)	
	3	<b>26367</b>
	4	<b>27957</b>

\*Progression above the bar within the instructor salary scale requires a full teaching qualification. At Suffolk New College we can support you to undertake and achieve your teaching qualification whilst in post.