

**Post: RHS Course Co-ordinator and Tutor**

**Department: Education**

**Division: Horticulture and Learning**

## **Job Description**

### **General Responsibilities and Information about the Post**

To teach students on RHS Level 2 and 3 courses; to manage the RHS Level 2 attended course and assist with the day to day running and administration of RHS level 2 and 3 courses online; to develop new online materials and implement improvements to existing courses.

#### **About RHS courses at RBGE**

RBGE is one of 5 approved RHS online distance learning providers enabling UK and international students to study for an RHS qualification. RBGE also provides this course to attended students. The RHS Level 2 Principles of Horticulture Certificate is RBGE's flagship online course and this post will involve continuing the development of RBGE's RHS offer.

#### **About PropaGate Learning**

PropaGate Learning is RBGE's online learning platform which uses the Moodle software. It gives students access to RBGE's tutors, a community of like-minded learners and a world renowned garden.

PropaGate Learning is a unique blend of online and attended learning, building on over 300 years of teaching at the Garden and now uses the latest technologies giving learners a sociable and flexible route to recognised qualifications.

Currently PropaGate Learning hosts RHS level 2 and RHS Level 3 qualifications, RBGE Certificates and Diplomas, along with some shorter courses.

You will working closely with the small PropaGate Learning team as well as the wider Education department at RBGE.

### Specific Responsibilities

- Plan and co-ordinate the teaching of the attended RHS level 2 Principles of Horticulture certificate and study weekends for the online course
- Teach on the attended RHS level 2 Principles of Horticulture certificate course and study weekends for online students
- Ensure the teaching resources for the online and attended RHS level 2 Principles of Horticulture certificate and the online RHS Level 3 Certificate 1 in the Principles of Plant Growth, Health and Applied Propagation match the Learning Outcomes
- Support RHS online students by answering questions about the syllabus and exam questions together with keeping them on track
- Work with the Online Learning Manager to review online courses and make improvements
- Work with the PropaGate Learning Team and other tutors to develop and update resources for RHS online courses, specifically for the second RHS level 2 certificate: 'Principles of Garden Planning, Establishment and Maintenance'
- Review the RHS Level 3 Certificate and make updates where necessary
- Carry out actions from the RHS audits

**Person Specification**

<b>Skills/Aptitude</b>	<b>Essential</b>	<b>Desirable</b>
Strong horticultural skills	<b>x</b>	
Proven record of teaching excellence in HE and FE adult education	<b>x</b>	
Flexibility	<b>x</b>	
Strong planning and time management skills	<b>x</b>	
Teamwork	<b>x</b>	
Work with partner organisations	<b>x</b>	
Ability to use different teaching methods to engage students	<b>x</b>	
Strong IT skills	<b>x</b>	
Experience of developing online learning materials		<b>x</b>
Experience of developing learning materials	<b>x</b>	
Experience of using a VLE (preferable Moodle) to teach online		<b>x</b>

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Strong horticultural and botanical knowledge	<b>x</b>	
Knowledge of a variety of teaching methods	<b>x</b>	
Knowledge of RHS Level 2 and 3 Theory Certificates	<b>x</b>	

<b>Professional Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Degree or Diploma in Horticulture (or equivalent experience)	<b>x</b>	
Teaching qualification		<b>x</b>

**Our Values:**

We are **Inclusive**: We recognise, reward and celebrate each other's unique contribution and treat everyone with dignity and respect

We value **Pride**: We have a strong sense of belonging and demonstrate this through what we say and what we do

We have **Purpose**: We are clear on the long and short term priorities of RBGE and align our contribution, responses and actions to these

We are **Communicative**: We are open, respectful, consultative, creating an environment of transparency and trust

We are **Collaborative**: We respect expertise and actively seek opportunities to improve how we work together

We are **Customer-focused**: We understand the needs of our customers and colleagues, and meet and exceed their expectations

We celebrate and value **Curiosity**: We are inquisitive and engaged with the world around us, constantly exploring, expanding our expertise and sharing our knowledge