

Post: Online Tutor (Horticulture)
Department: Education
Division: Horticulture and Learning

Job Description

General Responsibilities and Information about the Post

We are looking for a person with a strong horticultural background to develop resources and support our students, primarily on our online RHS courses. This post allows you to use and convey your horticultural and botanical knowledge while giving you the opportunity to develop digital and online teaching skills. You will also be assisting with the day to day running and administration of RHS online courses and implementing improvements.

About RHS courses at RBGE

RBGE is one of 6 approved RHS distance learning providers enabling UK and international students to study for an RHS qualification. 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, including the RHS level 3 certificates.

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 courses build 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

- Ensure the teaching resources for the online 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

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

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

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

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