



Post: Schools Education Officer (1-year fixed term contract)
Department: Education
Division: Horticulture and Learning

Job Description

Key Responsibilities

Overall aim: To develop, deliver and assess (where required) the work of pupils on RBGE courses or programmes offered to school aged learners (nursery, primary and secondary) and teacher CLPL courses onsite, online and through outreach both in and out of term time.

Specific Responsibilities

- Develop high quality and engaging learning materials which are suitable for delivery onsite, online or via outreach as required
- Ensure all materials meet copyright and accessibility regulations
- Prepare teaching plans, outlining learning outcomes and synopsis to ensure adequate cover can be delivered in case of absence
- Comply with all accreditation standards associated with the programme of delivery. This may include preparation and marking of assessments and supporting the Skills Development Manager with programme evaluation
- Ensure all resources are suitable for the level of learner
- Support and supervise education volunteers, interns or students who may assist with programme development and delivery

Person Specification

Skills/Aptitude	Essential	Desirable
Excellent presentation skills	*	
Experience of using learning technology within current delivery	*	
Flexible approach to delivery across a wide range of ages (nursery to secondary)	*	
Creativity in approach to learning delivery	*	
Excellent time management and prioritisation skills, be able to manage multiple projects at one time	*	
Experience of delivering outdoor learning		*



Knowledge	Essential	Desirable
In-depth knowledge of Curriculum for Excellence	*	
Background in STEM subjects, environmental, plant science or horticulture	*	
Botanical garden knowledge		*
Experience of learning technology in schools		*

Professional Qualifications	Essential	Desirable
Teaching qualification or extensive relevant teaching experience	*	