ROYAL BOTANIC GARDEN EDINBURGH

Tutor (Horticulture)

Contract type: Permanent

Working hours: Full-time (35 hours per week)

Location: Edinburgh/hybrid

Salary: £40,112

Job Description

Purpose

To develop, maintain and deliver primarily online and blended courses at Royal Botanic Garden Edinburgh (RBGE). The role comprises 2 key elements:

1. Planning, development, delivery and maintenance of online and blended courses with particular focus on the RHS Level 2 Principles of Plant Growth and Development certificate.
2. Student support and feedback.

Core Responsibilities

- Carry out necessary research, preparation and development of learning and assessment resources, with appropriate consideration of online learning tools and accessibility.
- Deliver learning in an accessible format using an awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities online.
- Maintain and update learning resources on the virtual learning environment.
- Monitor learner progress, highlighting any concerns to your team or manager about student performance or pastoral issues.
- Support learners including answering forum questions, providing feedback to encourage reflection and informed learning and to prepare learners for exams.
- Administer learner information using the appropriate software and platforms in accordance with academic policies.
- Carry out evaluation of courses and implement improvements based on this.
- Any other reasonable duties as requested.

Person Specification

Essential Skills

- Horticulture – knowledge of horticultural practices and experience of professional horticulture.
- Flexibility – an adaptable approach to your work and a positive response to changing circumstances and requirements.
- Planning and time management – a systematic approach to planning and scheduling work including a productive use of time.
- Teamwork – the ability to work collaboratively, support other team members and work together on shared tasks and goals.
- Digital skills – the ability to effectively use available software and applications to enhance your work, including the development of learning resources and the use of the virtual learning environment.
- A horticulture qualification at SCQF level 8 or above or equivalent knowledge and experience in horticulture is required.

Desirable Skills

- Teaching – experience in teaching horticulture, communicating with learners at varied levels and ability and using varied methods to engage learners.
- A teaching qualification at SCQF level 8 or above.