

# Tutor – Botanical Illustration

## Job Description

### Purpose

To provide educational programmes and professional training related to botanical illustrations on behalf of the Royal Botanic Garden Edinburgh.

### Responsibilities

The primary responsibilities of the role are:

### Preparation

- Collaborate with colleagues to develop programmes and courses, create curricula, plan learning and teaching, and devise assessment strategies.
- Create teaching resources, including lesson plans, presentations, notes and multimedia to enhance learning and teaching.
- Produce additional resources related to programmes and courses, including handbooks, timetables, guidance and updated programme and course webpages.
- Offer specialist knowledge and advice on botanical illustration and science to advance the programmes and the student experience.

### Learning and Teaching

- Deliver taught sessions and directed online learning, presenting information and leading experiences with an engaging communication style and innovative teaching methods.
- Manage programmes and courses in the virtual learning environment, PropaGate Learning, by organising media, resources, and interactive elements to enhance the student experience.
- Provide personalised guidance and support to individual students with scheduled meetings or advertised office hours.
- Serve as the lead tutor for specified modules or courses, overseeing learning and teaching and supporting the student experience.

### Assessment

- Support the implementation of assessments to ensure the accurate evaluation of student performance and the attainment of intended learning outcomes.
- Provide students with guidance and actionable feedback based on assessments and encourage them to adopt a reflective learning practice.

### Quality Assurance

- Contribute to quality assurance processes, including reviewing programmes and courses, skills planning and evaluation of student experience.
- Participate in professional development opportunities intended to advance teaching methods and practises, student support and learning design.

## Promotion and Marketing

- Act as an ambassador for the Biodiversity Education and Training department and the RBGE, promoting programmes and courses and engaging with stakeholders.
- Contribute to the promotion and marketing of programmes and courses by communicating with prospective students at events or using media channels.

### Tutors are also expected to:

- Perform any other reasonable task that is commensurate with their role.
- Comply with the RBGE's corporate policies and procedures.
- Advance the mission and strategic objectives of the RBGE.

## Person Specification

### Essential Skills

- Botanical Illustration - the capacity to produce botanical illustrations of a high standard, accurately documenting proportions and morphological characters and an understanding of the discipline, body of knowledge, and contemporary discourse.
- Botany - the capacity to identify plants, describe morphological characters and interpret scientific literature relevant to plant biodiversity and an understanding of the principles of botany, with relevant knowledge of taxonomy, comparative morphology and nomenclature.
- Communication – the capacity to convey concepts and information effectively, share knowledge and skills, and provide constructive and informed feedback.
- Emotional Intelligence – the capacity to collaborate, support and adapt communications to relate to others effectively.
- Information Technology – the capacity to use a virtual learning environment, multimedia and e-learning applications to advance learning.
- Learning and Teaching – An understanding of the principles of learning and teaching, with relevant knowledge of learning design, student engagement and student support.
- Health and Safety – An understanding of the methods and procedures used to manage risks and create a safe environment for colleagues and students.
- A qualification at SCQF Level 10 or above in art or a related subject or equivalent relevant work experience. Example qualifications include a Bachelor of Arts (BA) or Bachelor of Science (BSc).

### Desirable Skills

- A teaching qualification at SCQF level 8 or above. *Example qualifications include a Professional Development Award (PDA), a Postgraduate Certificate (PgCert), or a Postgraduate Diploma (PgDip).*