

Post	Tutor (Field Botany)
Department	Biodiversity and Training
Division	Learning & Engagement
Status	Freelance
Location	Edinburgh
Rate	£20.00 per hour, hours agreed with the Programme Co-ordinator

## Role Description

### Purpose

The Tutor will deliver learning and teaching for a programme of courses related to field botany, focusing on plant biodiversity, communities, and ecology relevant to the British and Irish Isles. You will share your knowledge of field botany and teach essential skills and practices. The delivery of courses will support learners' engagement, inspire a growing interest in plant biodiversity, and demonstrate the value of lifelong learning.

The primary responsibilities of the role are to:

### Preparation

- Create and manage teaching resources, including lesson plans, presentations, notes, and multimedia.
- Review and amend checklists for equipment and materials required for teaching.
- Prepare reading lists relevant to the planned sessions.

### Learning and Teaching

- Deliver sessions focused on practical field botany skills and identifying plants representative of the British and Irish Isles flora.
- Facilitate directed online learning by utilising the virtual learning environment and learning technologies.
- Collate feedback from learning regarding their learning experience using surveys.

### Assessment

- Oversee assessments, ensuring the accurate evaluation of learner performance and attainment of the intended learning outcomes.
- Provide learners with guidance and actionable feedback, and promote a mindset of continuous learning and deliberate practice.

### Quality Enhancement

- Contribute to quality enhancement processes, including reviewing practical field botany programmes, skills planning and evaluation of learner surveys.
- Participate in professional development opportunities intended to enhance the teaching team's abilities or the programme's quality.

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

Skills/Aptitude	Essential	Desirable
Communication – the capacity to convey concepts and information effectively, share knowledge and skills, and provide constructive feedback.	*	
Organisation – the capacity to structure and manage tasks, time and resources with careful planning and thoughtful prioritisation.	*	
Emotional Intelligence – the capacity to recognise and understand the emotions of others and manage the well-being of learners.	*	
Knowledge	Essential	Desirable
Field Botany – knowledge of the concepts, standards, and common practices used by professional practitioners in the British and Irish Isles.	*	
Plant Biodiversity – knowledge of the flora, plant communities, and ecology of the British and Irish Isles, along with an advanced knowledge of angiosperms and their diagnostic characters.	*	
Professional Qualifications	Essential	Desirable
<i>A qualification at SCQF level 8 or above, or equivalent knowledge and experience in the following subjects: biological sciences, environmental sciences, botany, ecology, or horticulture is required.</i>	*	
<i>Example qualifications include: Higher National Diploma (HND), Diploma of Higher Education (DipHE) or Bachelors Degree (BSc)</i>		