

Post	Tutor (Horticulture)
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 horticulture. You will share your knowledge of plant cultivation and teach essential skills and practices. The delivery of courses will support learners' engagement, inspire a growing interest in horticulture, and demonstrate the value of lifelong learning.

The primary responsibilities of the role are to:

### Preparation

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

### Learning and Teaching

- Deliver taught sessions focused on horticultural practices, demonstrating essential skills and providing opportunities for deliberate practice.
- Facilitate directed online learning by utilising the virtual learning environment and learning technologies.
- Collate feedback from learners using surveys.

### Assessment

- Support the implementation of 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 process, including reviewing horticulture 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
Horticultural practices – knowledge of horticultural practices, professional standards and equipment and materials required.	*	
Sustainability – knowledge of considerations in the professional horticulture sector regarding sustainable practices, examples of best practices and relevant legislation.	*	

Professional Qualifications	Essential	Desirable
A qualification at SCQF level 7 or above or equivalent knowledge and experience in horticulture is required.	*	
<i>Example qualifications include a Higher National Certificate (HNC), Certificate of Higher Education (CertHE) or an undergraduate degree (BSc)</i>		