

Job Description

Tutor (Online)

Department: Biodiversity Education and Training

Division: Learning and Engagement

This role comprises developing, maintaining, delivering and evaluating online courses at RBGE.

You will be working in a small course team and very closely with the Learning Technology Team. The primary focus of the post is teaching and supporting students on our online RHS Level 2 Certificate in the Principles of Plant Growth and Development which we launched in September 2023. The successful applicant will be developing new course content and assisting students by answering questions on online forums whilst monitoring their progress through the course. As we continue to grow our course offer the role may evolve to include other online courses and the teaching of horticultural students in a blended environment (onsite and online) providing further development opportunities.

Purpose:

To develop, maintain and deliver primarily online and blended courses at 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 Course
2. Student support

Main duties

Duty	Estimates % of time
Carry out necessary research, preparation and development of course resources and assessments, with appropriate consideration of online learning tools, course approval criteria and accessibility	50
Delivery of course content in an accessible format using an awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities online	20
Ongoing maintenance and updates to courses	20
Monitoring student progress, highlighting any concerns to your manager/course team about student performance or pastoral issues	5
Ongoing student support and provision of feedback to encourage reflection and support learner development	5
Administer student information using the appropriate applications and platforms in accordance with academic policies	As required
Carry out evaluation of courses and implement improvements based on this	As required
Any other reasonable duties as requested	

Specific responsibilities

Contacts and communication

Establish positive working relationships within RBGE to collaborate on the development of course materials to comply with current standards and techniques

Work closely with other course tutors and the learning technology team to ensure a consistent and high-quality approach to course development

Communicate with students in a professional, friendly and supportive manner as first point of contact

Keep students on track and engaged by communicating with them at appropriate times and providing feedback and ongoing student support

Problem solving

Determine course content by researching the subject and liaising with others (e.g. interpreting RHS assessment outcomes)

Create engaging materials and activities that reflect assessment outcomes

Develop and implement new methods of teaching in response to training, research and new technologies/software features

Level of decision making

Select appropriate resources & activity types and assessment instruments

Identify when to bring concerns (student pastoral or progress) to the attention of the Head of Biodiversity Education and Training, Learning Technology Manager or Student Engagement Manager

Management/supervisory & autonomy

Support colleagues with less experience and assist in the training of new members of staff

Organise own work and prioritise as appropriate

Attend training, workshops, and conferences relevant to education, horticulture and the organisation to keep knowledge up to date

Management/supervision of staff/volunteers

Impact

Responsible for ensuring a high-quality learning experience for students

Assess work and the progress of students by reference to the outcomes and timetable and provide constructive feedback to students to enable student success

Follow best practice in relation to data protection, copyright and accessibility

Contribute to discussions relating to the ongoing development of RBGE education and course provision

Skills/Aptitude/Experience

Skill/experience	Essential	Desirable
Strong horticultural knowledge and skills	x	
Experience of teaching horticulture	x	

Skill/experience	Essential	Desirable
Flexibility	x	
Strong planning and time management skills	x	
Teamwork	x	
Working with partner organisations	x	
Ability to use different teaching methods to engage students	x	
Strong IT skills	x	

Skill/experience	Essential	Desirable
Experience of developing online learning materials		x
Experience of developing learning materials to a specification	x	
Experience of using a Virtual Learning Environment (preferably Moodle) to teach online		x
Three years' experience in the horticulture industry	x	

Professional Qualifications

Professional Qualifications	Essential	Desirable
Degree or Higher National Diploma in Horticulture (SCQF Level 8)	x	
Teaching qualification		x