

Job description

Job title

Horticulture Facilitator @ Bridge College.

Hours

37.5 hours per week, 52 weeks per year

Contract

Permanent

Role profile and grade

TLS22 Grade 2

Location

Openshaw, Manchester

Reports to

Lead Tutor

Job purpose

The post holder will facilitate learning opportunities for small groups of students with a range of complex needs to achieve their full potential and aspirations.

The Post holder will be able to identify jobs for students to complete to contribute to the development of the outdoor environment.

The post holder will plan for students to maintain the college grounds and horticulture site, contributing to the college work experience offer.

The post holder will be expected to plan and prepare activities and resources which will support learners to undertake work-based learning roles within the outdoor learning environments of the college.

The post holder will be expected to prepare and support the operational running of vocational learning environments.

The post holder will be required to manage the stock within the vocational learning environments, complete stock checks and purchasing orders within a given budget

The post holder will maintain effective health and safety practices within all the vocational spaces following the Trust's policies and procedures.

The post holder may be required to cover sessions – tutor and support where necessary to ensure continuity of service for the students.

Safeguarding students and vulnerable people is a priority for all employees.

The post holder will be required to work flexibly to meet the needs of the student body.

The post holder will work with the Community Officer to enhance the College offer and standing within the local community.

The post holder will link with local projects to develop our local offer.

Nature of the post

Bridge College is the Together Trust's specialist education college for students aged 16 to 25 years with disabilities, complex needs and autism. Bridge College promotes a multidisciplinary approach to learning and has expertise in supporting students with a wide range of needs.

The postholder will be based in Openshaw.

In respect of the general responsibilities as an employee of Together Trust, the post holder will be required to:

- Promote a positive image of the service and the Together Trust at all times
- Be aware of and follow the relevant policies and procedures
- Maintain confidentiality for all areas of the post
- Co-operate with all Together Trust staff in maintaining harmonious interpersonal relations
- Perform any duties as may reasonably be required by the Together Trust, or as requested by the post holder's line manager and other senior managers.

Key responsibilities

- Facilitate small groups of learners and their access to the outdoor learning environments for the purposes of work based learning.
- Lead on the development of the college garden centre.
- Plan and prepare activities which will support learners to undertake work based learning roles within the vocational learning environments including lawn maintenance and jet washing.
- Ensure students are part of future work related tasks within and outside the college ensuring staff are trained and able to support students. Help them with planting, pruning, cataloging seeds, or establishing boundaries
- Share your love of gardening and answer questions from visitors
- Understand some basic business-related tasks and procedures.
- Ability to work independently to ensure the gardens and grounds are well maintained.
- Ensure that the vocational environments are inclusive and meet the varying needs of learners with MLD and Autism
- Work in collaboration with Occupational Therapy and Assistive technology to ensure vocational spaces are inclusive and meet the needs of the learner cohort
- Demonstrate the values and behaviours that are consistent with a positive disposition and empathic understanding of each learner so as to develop positive working relationships
- Provide demonstrations on the use of all equipment to the learners accessing the vocational learning environments
- Keep records of learner engagement in practical work based sessions, including tracking and recording progress
- Use learning support plans to better understand the barriers learners may be facing and use this information to plan for activities when facilitating a session
- Ensure all tier 1 therapy interventions are followed and embedded within each facilitated session
- To safeguard students and colleagues by following safeguarding policies and processes
- To prepare vocational learning environments prior to sessions starting, including daily checks of equipment and setting equipment up ready for use.

- To maintain effective health and safety practices within all the vocational spaces
- To complete risk assessments which cover equipment, room layout, capacity and activity; review these in line with Bridge College quality cycles and/or if there are changes required
- Ensure that all equipment and vocational spaces are properly cleaned and that chemicals and other materials are appropriately stored in line with legislation
- To liaise and oversee the laundry of kitchen, Café and print PPE, keeping records and update Operations Co-ordinator and Lead Tutor of changes or actions required in this area
- Maintain and repair equipment, reporting any concerns directly to the Operations Co-ordinator
- Liaise with Lead Tutor to discuss and implement timetable, equipment requirements and work plans for the vocational learning environments
- Manage the stock within the vocational learning environments, complete stock checks and purchasing orders within a given budget
- To safeguard students and colleagues by following safeguarding policies and processes
- To take direction from the Lead tutor and support the running of business enterprise elements within the vocational areas of the college.
- To liaise with stakeholders that will be involved in the running of business enterprise and the College Community officer to enhance the local offer and standing within the community.

Professional Communication and Commitment

- Attend meetings, staff development and other key events as required. Some may include evening and other out of hours working
- Demonstrate skill in communicating with a range of learners, all with a wide range of physical, cognitive and communication difficulties
- Develop knowledge and application of communication strategies including total communication and the use of technology/ software to communicate with learners with a range of complex language and cognitive difficulties
- Be a reflective practitioner and continually challenge own practice and take responsibility for own professional development.

- To participate in own supervision and appraisal and work towards objectives set through performance management processes

Training

- To ensure all Together Trust mandatory training requirements are kept up to date
- To comply with all Bridge College training requirements which fall outside of mandatory training needs
- To keep up to date with educational related standards and other professional development pertaining to their role.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Additional information

This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and responsibilities as required.

Together Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	<ul style="list-style-type: none"> • Level 3/4 qualification in a related vocational area • Level 3 award in Education and Learning • Level 2 or higher English and maths • Commitment to and evidence of Continual Professional Development 	<ul style="list-style-type: none"> • Degree, HND or foundation degree • Level 4 award in Education and Learning or another relevant teaching based qualification related to the role • Specialised qualification(s) in learning disabilities and/or autism • Training in working with students with learning disabilities/autism • Experience of use of Makaton or other forms of sign language
Experience	<ul style="list-style-type: none"> • Experience of working within education setting to deliver support or facilitate 	<ul style="list-style-type: none"> • Experience of further and specialist education quality systems

groups of young people with additional needs

- **Experience of running vocational learning environments to facilitate work based learning**
- **Experience of planning, organising and facilitating activities for young people with learning difficulties and Autism**
- **Experience of working as part of a multi-disciplinary team**
- **Experience of organising projects with given budgets and providing regular expenditure reviews to the management team**
- **Experience of garden maintenance including growing seasons and**

	<p>maintaining allotments.</p> <ul style="list-style-type: none"> • Experience of simple business ideas and promotion of these. 	
<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • Knowledge of health and safety legislation and risk assessment process • Knowledge of COSHH, the prevention of harm linked to hazardous substances and how to organise and maintain this within learning environments to keep everyone safe • Knowledge and understanding of how to keep records of learner achievement and follow internal tracking processes • Knowledge and understanding of lawnmowers 	<ul style="list-style-type: none"> • Knowledge of TEACCH, SCIPr and Intensive Interaction Practices

	<p>and jet washing machinery.</p> <ul style="list-style-type: none"> • Knowledge of garden maintenance and planting including best times of the year to plant and grow. • Knowledge of using greenhouses, polytunnels and flower beds 	
Other	<ul style="list-style-type: none"> • Ability to commit to occasional evening meetings, value added recreational and residential activities, parents evenings and open evenings which may be outside normal college hours • Ability to commit to being present if required to take delivery of orders and stock linked to vocational areas 	<ul style="list-style-type: none"> • Full and clean driving licence, including business use insurance on own vehicle

Skills	<ul style="list-style-type: none">• Capacity to adapt to changes within role and in changes of student cohort• Ability to be flexible and adapt ideas and practice to differing vocational learning environments• Positive attitude to trying new approaches• Ability to identify, clarify, prioritise and solve problems as they arise• Excellent communication, literacy and numeracy skills• Ability to work under pressure and meet deadlines• High levels of personal resilience• A commitment to the ethos, policies and practices of	

Bridge College and Together Trust

- **A strong commitment to working co-operatively with a multi-disciplinary team**
- **Ability to use IT well, confident and has a 'can do' attitude when it comes to learning new skills.**
- **Ability to meet the challenges of working with young people whose needs are complex**
- **Full commitment to continuous professional development**
- **Ability to work with outside agencies to promote the college and our students and help gain meaningful work experience or employment where possible.**
- **Work to develop links**

	<p>within the trust to take on work experience opportunities.</p> <ul style="list-style-type: none">• Ability to work with our Community officer to build relationships and contacts locally.	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

