



Job Description

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| JOB TITLE: | Agriculture Lecturer – Land-Based T-Level Lead |
| SALARY: | T1 – T11 £30,612 - £44,091 |
| HOURS: | Full Time 37 Hours Per Week |
| BASIS: | Fixed Term ending 03/07/2025 |
| REPORTS TO: | Head of Department Horticulture, Agriculture and Equine |
| CAMPUS: | Berkshire College of Agriculture |
| JOB PURPOSE: | To teach on and contribute to the development and support for a range of programmes within agriculture including Land-based T Levels. This could include part-time training, further education training from Level 1 to T Level. To work closely with other members of staff both within the area and across other college areas. |

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1. To teach on a range of programmes within the department.
2. To act as a personal tutor.
3. To be lead course manager for agreed programmes.
4. To contribute to curriculum development
5. To contribute to the development and implementation of Land-based T-Level programmes
6. To actively support students with specific educational needs and attend EHCP reviews as required.
7. To contribute to the marketing of programmes, recruitment and interviewing.
8. To play an active part in the development of the flexible curriculum and the learning materials to support this including the College's virtual offer.
9. To develop external contacts and promote industry-based work including industry placements where applicable.
10. To contribute to the coordination and administration of identified programmes.
11. To demonstrate commitment to their professional development.



12. To be proactive in maintaining and developing quality standards on all programmes and demonstrate a commitment to quality improvement.
13. To adhere to policies, procedures and values of BCA.
14. To undertake Health and Safety and Safeguarding training as required.
15. To undertake necessary Health and Safety responsibilities and duties as required by this post
16. To undertake any necessary Data Protection duties and responsibilities as required by the post.
17. Such other duties as required which are broadly consistent with the general functions and grading of this position.

Common Responsibilities:

In addition to the specific tasks which distinguish one job from another, and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment. These are as follows:

1. To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work
2. To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
3. To encourage students to respect others and value their individuality
4. To safeguard the reputation of the College and promote College achievements.
5. To encourage students and visitors to take pride in their environment and treat it with respect.
6. To protect confidential information about, or in the possession of, the College.
7. To promote diversity and inclusion in the conduct of your work.
8. To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
9. To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.
10. To maintain and encourage others to follow College policies on Health and Safety.
11. To maintain high standards of welfare of animals at all times and encourage the same in others.
12. To keep informed of new developments in your own field and act as a mentor for colleagues as appropriate.



13. To maintain at all times, good professional relations with colleagues, students and the public.
14. To dress appropriately to maintain standards in personal presentation, tidiness and safety.
15. To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.
16. To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
17. To observe College policies and practices for the protection and enhancement of the environment and be aware of and comply with the environmental legislation relating to all aspects of the College's resource and property management.
17. To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

Safeguarding children and vulnerable adults

1. To ensure that you read and understand College regulations and policies described within the staff handbook.
2. You are required to share the commitment to keep all students safe whilst in College, with a specific focus on those under 18 years old and all vulnerable adults, by contributing to:
 - The provision of a safe environment for students to learn in the education setting.
 - Identifying students who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe in the education setting in line with College policy and procedures.
 - Undertaking responsibilities towards learners and younger client groups with regards to 'Duty of Care', Every Child Matters and College Safeguarding responsibilities

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:



- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

12/2024



PERSON SPECIFICATION

Agriculture Lecturer/Land-based T-Level Lead

| | Essential | Desirable | Source of Evidence |
|---|-----------|-----------|--------------------|
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | |
| L5 Teaching qualification or willing to work towards | X | | AF |
| Minimum L5 vocational qualification | X | | AF |
| L2 English | X | | AF |
| L2 maths | X | | AF |
| Assessor Award | | X | AF |
| Verifier Award | | X | AF |
| EXPERIENCE | | | |
| Experience of teaching | X | | AF / Test |
| Experience of working within vocational area | X | | AF / IV |
| SKILLS, KNOWLEDGE AND ABILITIES | | | |
| Ability to embed English and maths into curriculum | X | | Test |
| IT skills e.g. word, excel, power-point, email, databases | X | | AF |
| Ability to motivate students | X | | Test |
| Good administrative skills with the ability to organise work and meet deadlines | X | | AF |
| Flexible approach to work | X | | AF / IV |
| Interpersonal skills to work with a range of stakeholders | X | | IV / Test |
| Enthusiasm for teaching, learning and subject area | X | | IV / Test |
| Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college | X | | IV |
| Commitment to inclusion | X | | IV |

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation