JOB DESCRIPTION

Post:	Practical Green Skills and Wellbeing Tutor
Scale:	Scale 6-7 Points 29-33
Responsible to:	Quality Manager
Direct reports:	None

Key purpose of the role:

To plan and deliver the college's Practical Green Skills courses across a range of levels. For example, Sustainable Gardening provision, our Personal Social and Development and Green Skills courses.

Role outline – Main Responsibilities:

- As a member of the Education Team, contribute to the development of our curriculum
- Undertake a teaching commitment defined by the college. Currently, from entry Level 3 courses to Level 3. Across all our delivery models (Currently, residential, weekly face to face, on-line, community outreach and projects)
- Meet the targets set by the college and work within our Framework for Transformational Teaching, Learning and Assessment
- Maintain appropriate resources and records for these courses
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- Support the embedding of health and wellbeing in other curriculum areas and help colleagues makes best use of this in their own teaching
- Collaborate with staff across the college to ensure an excellent learner experience from initial assessment through to progression
- Participate fully in the college's quality improvement activity, including moderation and learning walks
- Participate fully in the life of the college, adding value to learning beyond the classroom
- Contribute to delivery in other curriculum areas

Generic for level:

- Act as an advocate for Fircroft students
- Ensure that identified best practice and policy within area is implemented through our people, practices and processes.
- Actively participate in performance management of self
- Promote Fircroft College's commitment to Equality, Diversity and Inclusion.
- Have a duty of care to yourself and others regarding Health and Safety issues and ensure the colleges Health and Safety Policies and procedures are implemented.
- Actively promote the College's Safeguarding and Prevent policies and be aware of own responsibilities to report concerns.

- Attend training and development opportunities and keep up with changes to law and legislation affecting your role and the College.
- Comply with and actively promote College policies and procedures.
- Cover for other members of your team when required.
- To undertake other duties commensurate with job purpose, title of the post and its grading.
- To participate in the College Performance Management Scheme.
- To take direct responsibility for your own continuous professional development.

Competencies and behaviours:

- **Inspires** and supports others to achieve results.
- Demonstrates and promotes the values of Fircroft College
- Clearly articulates the Fircroft College mission and commitment to **transformative** education within the college.
- Understands and responds to stakeholder needs.
- Student and Customer focussed.
- Gathers and analyses data to make sound decisions.
- Plans and organises work, including managing budgets (where appropriate).
- Works **collaboratively** with internal and external stakeholders.
- Encourages and **supports** organisation and individual learning to achieve continual improvement.
- Commits to own personal continuous **development**.
- Creative and innovative.
- Flexible and responsive to change.
- Communicates effectively and uses appropriate communication channels, keeping others informed.
- Promotes and creates culture of **inclusion** demonstrated through courtesy and respect for difference.
- Empowers colleagues to achieve.

This Job Description is current at the date shown below and is a guide to the work you will be required to undertake. In consultation with the post holder, it may be changed from time to time by the College to meet changing circumstances.

November 2026

CONDITIONS OF SERVICE

The appointment is subject to the Conditions of Service for Teaching Staff.

SALARY

The salary range for this post is from Point 29 to Point 33 (£34,314 to £38,601 per annum, pro rata)

HOURS OF WORK

This post is part-time. The hours of work for a part-time member of staff are based on 18.75 hours per week, 52 weeks per annum. For tutors this means up to 425 hours of delivery. Includes weekend and evening teaching.

ANNUAL LEAVE

The post carries 37 annual leave days per annum (pro rata if part-time), plus eight public bank holidays. 6 of these annual leave days must be taken during our shutdown period over Christmas.

PENSION SCHEME

The College operates an occupational pension scheme, namely the 'Teachers Pensions'.

PROBATIONARY PERIOD

All newly appointed teaching staff have to serve a 9-month probationary period.

LOCATION

The successful applicant will be based at Fircroft College in Selly Oak.

MEDICAL

The successful applicant will be required to satisfy the Medical Officer as to his/her fitness to carry out the duties of the post.

RECRUITMENT OF EX-OFFENDERS

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation we use the Disclosure & Barring Service (DBS) to assess the suitability of all prospective appointments. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Applicants/employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions, or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020.
Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences.

DISCLOSURE & BARRING CHECK

A Disclosure & Barring Service check will be sought for the successful applicant.

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

All newly appointed staff will be required to undertake safeguarding training following their appointment.

TRAINING

Undertake any appropriate training and development as required, including Health and Safety.

SMOKING POLICY

For health and safety reasons, Fircroft College has designated smoking shelters and smoking is not permitted in any area other than these.

APPLICANTS WITH DISABILITIES

Candidates with a disability should contact the HR Department before interview if they require any adjustments to be made for the interview and/or selection tests.

Qualifications, Attainments or Experience	Essential or Desirable	How this will be assessed
Either relevant qualification at Level 4 Or equivalent professional experience in areas of Health, Well-being, Personal and Social Development and Sustainability.	Essential	Application Form
Either a recognised teaching qualification at Level 3 or above, or the ability and willingness to gain a teaching qualification at Level 4 or above within 2 years.	Essential	Application Form
Experience of teaching Health, Well-being, Personal and Social Development and Sustainable Gardening.	Essential	Application Form
Experience of delivering teaching sustainable gardening and therapeutic practices.	Desirable	Application Form
Experience of teaching and assessing adults	Desirable	Application Form/Interview
Track record of curriculum innovation and excellent student outcomes	Essential	Application Form/Interview
Assessors or Verifiers Awards	Desirable	Application Form

Knowledge / Skills / Competencies	Essential or Desirable	How this will be assessed
Ability to teach Health, Well-being, Personal and Social Development and Sustainable Gardening. across a range of levels,	Essential	Application Form/Interview

Ability to contribute to other areas of the college curriculum	Desirable	Application Form/Interview
Experience of internal moderation processes	Desirable	Application Form
Effective communication and administrative skills	Essential	Application Form
Personal commitment to reflection and CPD	Essential	Application Form
An awareness and commitment to Safeguarding and prevent	Essential	Application Form / Interview
An awareness and commitment to Equality, Diversity and Inclusion	Essential	Application Form / Interview
Willingness to teach evenings and weekends	Essential	Application Form/Interview



