



PLUMPTON
COLLEGE

Lecturer – Viticulture	
Reporting to:	Director of Wine
Working Hours:	Part-time (30 hours per week)
Salary:	Full time £31,680 - £34,463 (scale point 25 to 28 on the Plumpton College pay scale) this will be pro-rata to hours worked
Position Code:	PC A1
Annual Leave:	37 electable days plus 8 statutory days pro rata to 0.6

This is a unique opportunity to join Plumpton College Wine Department and become part of our exciting growth and development. This new role is pivotal in this continuation.

We are a recent winner of the Queen’s Anniversary Prize. This Prize recognises the work of the college as the sole innovator and developer of industry-led training and education programmes supporting the growth and sustainability of the English wine industry since 1985. As a progressive employer-college partnership we have grown from foundation and degree programmes to an offer including a Masters programme, industry CPD and more recently introductory-level wine academies and apprenticeships.

You will play a vital and vibrant role in our department and gain unrivalled experience in helping us developing and delivering cutting edge, degree courses, apprentice courses, and part time courses.

Job Purpose

To deliver highly effective teaching, learning and assessment. Supporting students to maximise their potential, to make positive progress towards their timely success, future study and employment.

To support creation and management of well-designed and challenging programme(s) to develop highly effective teaching, learning and assessment experiences. To help coordinating staff and resources to ensure students gain excellent vocational and academic skills and consistently improve their personal, social and employability skills.

Duties and responsibilities of the job

1. Main Duties

a. Help develop and deliver targeted short courses for Viticulture professionals in consultation with industry and colleagues at Plumpton College to meet College targets.
b. To deliver practical and theory teaching to undergraduate viticulture courses and part-time wine course students to a consistently good or outstanding standard.
c. Keep abreast of important research and development advances in viticulture and sustainable management of vineyards (winemaking and wineries where knowledge is relevant).

d. Establish and maintain key networks within the UK wine industry, including attendance at key forums.
e. Provide advice and support to viticulture staff conducting SALSAs audits.
f. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities and that risk assessments are carried out for all teaching activities.
g. Maintain effective communication with other staff including attendance at curriculum area and staff meetings, as required.
h. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the Director of Wine, member of Senior Management Team, or the Principal.

2. Programme Management

a. Delivery and enhancing teaching, learning and assessment on Viticulture for your allocated modules in line with college strategy and programme aims and objectives.
b. Ensure programme content meets the full requirements of the Awarding Body and aims to meet the needs of the relevant sector, with the relevant Programme Manager.
c. In liaison with the Programme Manager, Director of Wine and Assistant Principal, contribute to development of timetables providing high levels of student experience and meeting college resourcing targets.
d. Support PM's with ensuring students are enrolled on the correct programme(s) and registered on the correct qualification aims and correctly with and regulatory organisations (within required timeframes).
e. Coordinate Individual Learning Plans and ensure appropriate targets are set to challenge and stretch students.
f. Ensure individual student learning needs are met by working effectively with staff in learning support and staff delivering on the programme(s).
g. Work with and help enhance schemes of work for allocated modules with the Programme Manager to ensure these are used effectively.
h. Support Programme Manager with completing and submitting 10-weekly reviews in a timely manner.
i. In liaison with the Programme Manager and Director of Wine and with support from the Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.
j. Ensure all required elements of the student's programme(s) are included in their timetables.
k. Ensure verification procedures for programme(s) are conducted robustly, liaising with the Programme Manager as required.
l. Ensure all student grades, marks, meetings and comments are recorded according to college policy, using ProMonitor or other agreed formats.
m. Utilise national benchmarks and comparative college evaluative data to ensure that appropriate student achievement targets are set and produce annual reviews of value-added performance for allocated programme(s).
n. Ensure the learning environment is utilised, populated and maintained to College expectations at all times by staff teaching on the programme(s) and student use is audited to inform self-assessment quality improvement.

o. Monitor attendance for all students, student targets for improvement are set, ensure actions are taken and appropriate third parties are informed.
p. Devise, implement and monitor support strategies for student with learning needs ensuring staff deployment is effective and appropriate records are maintained.
q. In conjunction with the Programme Manager, ensure all student qualifications are claimed on successful completion.
r. Make a positive and significant contribution to the quality of all programme aspects within college marketing and information material across all formats (web, print, presentation, etc).

3. Quality Improvement

a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b. Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement.
c. Ensure and maintain standards and quality by engaging with and using the college quality systems.
d. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).
e. Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement.
f. Ensure teaching and related files are complete and up to date.
g. Contribute to the programme development by providing subject specialist information.

3. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.

4. Other responsibilities and duties

a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.
b. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Hold a degree / professional qualification or equivalent related to the wine industry.
b. Hold a relevant teaching qualification for level of programme.
c. Commercial viticulture experience.
d. Excellent communication skills both verbal and written.
e. Show evidence or potential to teach to a consistently good or better standard.
f. Demonstrate a strong desire to work collaboratively as part of a high performing team.
g. Demonstrate competency in English and maths or hold Level 2 or higher qualifications in both English and maths.
h. Show a strong desire to see students succeed.
i. Skills and experience in problem solving and a flexible and adaptable approach.
j. Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
k. Comprehensive and well-developed IT skills.
l. Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
m. Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
n. Demonstrate evidence of raising standards.

Desirable Criteria
a. Forklift qualification.
b. Higher education teaching experience.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. With appropriate notice, there may be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme/TPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also an Employee Assistance Programme, Cycle to work scheme, free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.