



Job Description: Horticulture Tutor and Assessor

Job title	Horticulture Tutor and Assessor (Sessional)
Salary	£29,580 FTE based on 37.5 hours per week pro-rata Self-employed applicants welcomed
Working hours	Fridays and Saturdays 10 - 80 days per year
Annual Leave including bank holiday entitlement	25 days + 8 Bank Holidays (FTE based on 37.5 hours per week) pro-rata

STAA is a small charity dedicated to improving the skills, health and wellbeing and circumstances of local people and we are on a mission to become a Centre of Horticultural Excellence here in Nottingham. Our aim is to support more people to grow their own produce; create and manage gardens sensitively and with regard to nature and wildlife and to gain meaningful work within the horticulture sector. We do this through the delivery of accredited horticulture courses including City and Guilds 7573 in Practical Horticulture at Level 2, short ½ day workshops and skills-based volunteering opportunities on the beautiful and historic St Ann's Allotments.

Overall aim of the role: To deliver high quality practical and theoretical training in horticulture to groups of students and learners of mixed abilities. You will build upon and create learning resources, assess learner competence in plant care, cultivation and related skills, provide feedback, monitor progress, and ensure awarding body quality standards are met.

Key Responsibilities

- Plan, prepare, and deliver engaging on site sessions in horticultural practices in line with agreed scheme of work to enable students to achieve City and Guilds / Awarding body requirements.
- Deliver planned sessions on STAA project sites
- Conduct practical assessments, provide feedback, and track learner progress towards accredited qualifications and standards.
- Build upon and create lesson plans, presentations, and learning materials, including digital resources.



Job Description: Horticulture Tutor and Assessor

- Provide practical guidance and support to an identified cohort of students, offering coaching, mentoring, pastoral care, and supporting their personal development.
- Further develop strong relationships with employers and partner organisations to provide learners with a variety of off-site training opportunities and industry experiences.
- Maintain accurate records, contribute to curriculum development, and ensure quality assurance processes are followed.
- Supervise learning activities in workshops, field settings, and workplaces, adapting to diverse learner needs.
- Work with colleagues to identify and address learner support needs quickly and effectively.

The post-holder will also be required to:

- Undertake relevant risk assessments and ensure that all health and safety policies and procedures are adhered to
- Attend supervision, standardisation and team meetings as required
- Work collaboratively with other members of the STAA team to meet wider project objectives
- Attend training as required to support organisational and project objectives
- Carry out any other tasks which may be reasonably regarded as falling within the requirements of this role

In carrying out the responsibilities described in this job description the post holder is expected to demonstrate commitment and behaviours consistent with STAA's Equality & Diversity policy and to promote and apply this consistently with all project beneficiaries, volunteers, community members, partners, team members and colleague.

As a condition of employment, the post holder will be required to undertake a DBS check.

Staff supervised by the post holder: None



Job Description: Horticulture Tutor and Assessor

Personnel Specification

Criteria	(E) Essential (D) Desirable	Requirement	Selection Method
Knowledge	E	Horticultural knowledge (theory and practical) relevant to the planned course content.	AI
	E	Knowledge of assessment methodology and verification processes	AI
	E	An understanding of community- based learning including barriers to learning	AI
Qualifications	E	Level 2 qualification in Horticulture	AI
	D	Level 3 or above qualification in horticulture	AI
	E	A relevant teaching / training qualification or equivalent work experience and learning	AI
	D	Assessor Awards / IQA Awards	AI
Skills/Abilities Interpersonal	E	Excellent communication skills.	AI
	E	Ability to present information clearly face to face, in writing, adapting language to suit a variety of audiences	AI
	E	Ability to inspire learners and volunteers and share skills and knowledge with learners with a range of backgrounds and abilities	I
	E	Able to inspire trust and confidence	AI
	E	Reliable and self-sufficient with an ability to work on own initiative and as part of a team.	AI



Job Description: Horticulture Tutor and Assessor

	E	Able to plan and deliver inspiring and engaging learning opportunities / activities	AI
	E	Organised and able to prioritise in the face of competing demands	I
	E	Commitment to providing excellent quality experiences and service	I
Skills/Abilities Other	E	Ability to assess student competence against given criteria	AI
	D	Ability to effectively plan a scheme of learning and assessment to meet qualification requirements	AI
	E	Excellent planning and organisation skills	I
	E	Effective administration skills	AI
	E	Good level of literacy, numeracy and appropriate IT skills.	AI
Experience	E	Minimum 5 years' experience working in the horticulture industry or related field	AI
	D	2 years' experience of delivering horticulture learning activities to learners	AI
	D	Experience of developing and delivering new learning programmes and activities	AI
Equality & Diversity	E	Experience and commitment to putting Equality and Diversity policy and principles into practice.	AI
Flexibility	E	Able to work pre-identified sessions on Fridays and Saturdays	I
	E	A willingness to provide additional cover if needed.	



Job Description: Horticulture Tutor and Assessor

Safeguarding	E	A satisfactory DBS check will be required before commencing employment	Post offer of employment
---------------------	---	--	--------------------------