



## Job description: Horticultural Coach

### Job details

<b>School:</b>	Heritage House School
<b>Salary / grade:</b>	Bucks Pay Range 2-4
<b>Hours:</b>	Term Time Only - Full or Part Time Considered
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Headteacher/Assistant Headteacher

### Main purpose

- To play a significant role in the design, development and delivery of programmes of Horticulture which meet the needs of Heritage House Learners and which satisfies internal and external quality assurance criteria
  - To maintain the highest and most appropriate learning expectations of Learners at all times
  - To understand the learning needs of Learners and be able to deliver challenging and exciting Horticulture learning sessions
  - To plan, prepare, deliver and review lessons, according to policy/protocols, with the aim of ensuring the effective teaching and learning of Learners at Heritage House
  - To maintain a systematic approach to assessment and recording activity
  - To assist in the administration of learning and to maintain accurate records of Learners' learning activities including learners' progress, assessment schedules, schemes of work, course reviews and induction programmes
  - To engage actively in Heritage House's staff appraisal process
  - To act as a positive role model for Learners
  - To undertake personal and professional development to ensure updating of occupational competence and skills
  - To incorporate agreed intervention and/or behavioural strategies within teaching programmes and apply any related classroom management techniques within the agreed guidelines
  - To establish and maintain positive relationships with Learners, parents/carers, colleagues and other professionals to ensure that a consistent and unified approach to meeting the needs of Learners can be secured
- To establish a service to raise extra income for the school by promoting horticulture outside the school term. To provide holiday clubs to pupils/outside agencies to generate income for the school

## Duties and responsibilities

- To teach Horticulture across the school
- To attend meetings as directed by the Deputy Headteacher
- To assess, monitor, evaluate and report student progress in Horticulture
- To liaise with parents via written reports and meetings if required
- To liaise with other professionals as required
- To establish and maintain a workshop environment conducive to effective learning
- To participate in Heritage House's agreed performance management scheme and subsequent agreed personal professional development
- To adhere to relevant equal opportunity issues
- To ensure that all risk assessments are implemented and COSHH assessments are complied with.
- To maintain an awareness of the need to represent a positive image of Heritage House to the Community at large

## Further Duties

- To play an active part in the life of the school community, to support its vision and ethos and to encourage staff and learners to follow this example
- To support the school in meeting its legal and statutory requirements
- To work within and actively promote the school's policies and values
- To be involved in extended school services
- To undertake other duties which may arise from time to time. These to be agreed with the line manager

**Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.**

## CONFIDENTIALITY AND DATA PROTECTION

- The post holder has a legal responsibility for all records s/he gathers or uses as part of his/her work. The post holder has a common law duty and statutory duty of confidentiality to protect any identifiable personal information. Guidelines must be closely followed and information must not be disclosed or copied to others unless in pursuance of legitimate duties and in line with the policies of Heritage House School and the Health and Care Professions Council.

## HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff)

## DISCLOSURE AND BARRING SERVICE

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## ACCOUNTABILITY

- Directly accountable to the Assistant Headteacher

## Notes

- This job description may be amended at any time in consultation with the postholder.

**Last review date:** January 2023

**Next review date:** January 2024

<b>Headteacher / line manager's signature:</b>	_____
<b>Date:</b>	_____
<b>Postholder's signature:</b>	_____
<b>Date:</b>	_____