Post Title: Equine Riding Instructor

Place of Work: This role is based at the Hadlow Campus but the nature of the role may require travel to any of the other College sites.

Hours of Work: Subject to Contract

Salary: Spot Salary

Accountable to: Head of Curriculum - Equine

Summary:

Reporting to the Head of Curriculum - Equine, the post holder is required to provide demonstration and practical instruction and assessment in the Equine curriculum as well as provide technical assistance to the teaching staff. The successful candidate will be required to plan and deliver practical riding sessions to a range of equine students, taking into account different riding abilities. Further, the post holder will be required to assess and give clear feedback against given criteria as part of the students' study programme.

Duties, Responsibilities and Accountabilities:

- Support the Equine Yard & Events Manager in preparing and maintaining the practical facilities used by staff and students and organise the equipment and stores to maximise the efficiency and effectiveness of the teaching.
- Demonstrate and give practical instruction in equine studies, equitation and related topics in the land-based sector, to full-time, part-time and short course students as appropriate, and assist in the creation of an environment conducive for student achievement.
- To supervise and instruct practical riding to groups of learners and assess their competency at appropriate levels. This will form a substantial part of your role with a target of up to 860 hours of class contact.
- Work with horses on the ground as well as support staff in training a variety of horses using sound training principles.
- Demonstrate competence in all aspects of horse care and management.
- Ensure that the highest standards of welfare are demonstrated and maintained.
- Provide technical assistance to the teaching staff including supporting in practical and classroom demonstrations.
- Undertake assessment of learners competency in line with awarding organisation criteria and provide suitable and timely feedback.
- Maintain the appropriate College and training records with the assistance of the teaching staff.
- Participate with other staff in the effective monitoring of students' performance and discipline throughout their programmes of study
- Ensure the College Health and Safety Policies and regulations for the practical and technical facilities, workshops, machinery and other physical resources, are adhered to by all staff and students and clients of the College.
- Participate in the College Appraisal Scheme.
- Work to promote and contribute to the College's Equal Opportunities Policy.
- Implement the College's policy and practice in relation to Learner/Learning Support
- Liaise with appropriate College staff as necessary to ensure the effective use of College resources to achieve its mission, and to ensure the smooth and effective running of the College.
- Participate in the College promotional/marketing activities and assist where appropriate with a wide range of shows, competitions and events run by the College.
- Undertake such other duties as may be reasonably required of the postholder.
- Contribute and promote safeguarding at all times, to ensure the safety and security of children, young people and vulnerable adults.
- Comply with the College safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of the role.

- Undertake such duties of work as may reasonably be required, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.
7. Leads by example.
8. Results focussed.
9. Manages resources, performance and risk.
10. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Level 3 qualification in related area	√		Application
Recognised BHS Riding Instruction qualification (Stage 3 or above)	√		Application
A recognised first aid certificate (or a willingness to obtain one upon appointment)	√		Application / Interview
(2) Knowledge to include:			
Sound academic knowledge and understanding of equine and equitation studies	√		Application / Interview
An understanding of safeguarding in education	√		Application / Interview
(3) Experience to include:			
Relevant experience in practical riding demonstration and other related equine activities	√		Application/ Interview
Ability to communicate effectively and credibly with industrial, educational and professional contacts well as students at all levels.	√		Application/ Interview
Experience of working with young people in a education environment		√	Application/ Interview
Ability to work on own initiative and manage own time	√		Application / Interview
(4) Skills and Attributes to include:			
A commitment to establish effective partnerships and good relations between students, parents, staff and professional bodies	√		Application / Task / Interview
A commitment to promote and lead on whole College developments and work as a member of the Equine Team to deliver results	√		Application / Task / Interview
An ability to work under pressure and meet tight deadlines	√		Application / Task / Interview

An ability to interpret and use Key Performance Indicators in order to identify issues and bring about positive change	√		Application / Task / Interview
A commitment to driving up standards of Teaching and Learning across the College	√		Application / Task / Interview
Can actively lead on and demonstrate commitment to the values, vision and mission of the College	√		Application / Task / Interview
A willingness and ability to work flexibly	√		Application / Task / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign:_____

Print:_____ Date:_____