**Post Title:** Senior Equine Groom

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

**Hours of Work:** In line with contract of employment (Monday to Sunday) / 52 weeks per annum, with shifts allocated on a rota basis.

**Salary:** Spot Salary

**Accountable to:** Deputy Equine Yard Manager

**Summary:**

Reporting to the Deputy Equine Yard Manager, the post holder is required to provide care for the College horses and keep them in excellent condition. You will also be required to work with students and provide stable management demonstration and practical yard instruction in the Equine curriculum, supporting learners with their yard skills. The post holder will also be required to prepare horses for practical riding instruction as well as be responsible for maintaining the equine yard, including all stables, to ensure that they meet the highest standards as well as present a professional image to students, parents and external stakeholders. The role will also require the post holder to support the Deputy Equine Yard Manager in the ordering and management of equipment and consumables such as feed and bedding.

**Duties, Responsibilities and Accountabilities:**

- Support the Deputy Equine Yard Manager in carrying out yard routines and maintaining high standards of horse husbandry and welfare.
- 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.
- Ensure that all equipment is maintained, clean and meets the required standards for horse welfare and practical instruction.
- Prepare for practical riding lessons, ensuring that the horses are properly prepared, in good health and capable of participating in the lesson, that the riding equipment is in good repair, and that the physical environment is safe, clean, and free of any hazards.
- Undertake day to day yard duties and maintenance and care of all horses to the highest possible standard ensuring horse welfare meets required standards.
- Demonstrate and give practical stable management instruction in equine studies, and related topics in the land-based sector, to students as appropriate, and assist in the creation of an environment conducive for student achievement.
- Provide technical assistance to the teaching staff including supporting in practical and classroom demonstrations.
- Support internal and external equine related events.
- Maintain the appropriate College and training records.
- 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 2 qualification and relevant experience working with the Equine industry | √ | | Application |
| Recognised BHS qualification | | √ | 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 welfare and husbandry requirements. | √ | | Application / Interview |
| An understanding of safeguarding in education | √ | | Application / Interview |
| **(3) Experience to include:** | | | |
| Relevant practical experience in equine activities | √ | | Application/ Interview |
| Ability to communicate effectively and credibly with industrial, educational and professional contacts as | √ | | Application/ Interview |
| Experience of working in an equine yard | √ | | Application/ Interview |
| Experience of working with young people in an 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: _____