



JOB DESCRIPTION

Post:	Livestock Instructor
Department:	FE Agriculture
Reporting to:	Head of Department – FE Agriculture
Salary:	£20,758 per annum
Hours per week:	37.5 per week (to be worked flexibly based on business need)
Contract Type:	Permanent/Support
Annual Leave:	25 days (plus bank holidays)
Probation Period:	6 months

Main Purpose of the Role:

To instruct on a range of further education programmes maximising the student experience. To support lecturers in the delivery of learning and assessment in order to meet agreed performance targets and quality standards.

Main Duties & Responsibilities:

1. Preparing for, instructing and demonstrating a range of practical skills and techniques relevant to Agriculture related courses or programmes of study.
2. Ensure that the College's policies on Health, Safety & Wellbeing are implemented and monitor systems of work in order to achieve a safe working environment.
3. Maintain a genuine commitment to livestock farming and ensure industry best practice is followed at all times particularly with regard to Health & Safety issues. It is essential that you maintain high standards of animal health and welfare.
4. Supervision of students undertaking the development and consolidation of practical skills.
5. Instruct and assess, if appropriate, agricultural students in livestock related skills leading to BTEC and vocational qualifications.
6. Liaise with academic and farm staff to ensure all practicals are set up and organised in advance of the session.
7. Produce the weekly duty rota, handover and monitor attendance and performance of those individuals participating.
8. Produce rotas of any specific livestock practical activities such as lambing as an example.
9. Provide ongoing feedback to students and trainees to maintain appropriate standards of work.
10. Preparation of tools, equipment, machinery and work areas for practical sessions.



HARTPURY

11. To support lecturing staff in the purchasing of resources to maintain best practice and enhance the student experience.
12. Promote team-work and motivation amongst students.
13. Develop professional working relationships with other staff, course teams and student / groups, and positively promote the College to others.
14. Comply with the College's Quality Assurance cycles and appropriate procedures.
15. Maintain and take due care of all equipment, apparatus and stock.
16. Undertake any other reasonable duties requested from time to time by the Principal or other member of the College Executive team.

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

Other Reasonable Duties

This 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. In cases, however, where there is a permanent or substantial change in the duties and responsibilities the College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

The College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in



HARTPURY

the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

Equality and Diversity

It is the responsibility of the post holder to promote equality and diversity across the College. The post holder will undertake their duties in accordance with the College's policies relating to equality and diversity.

The College is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The College aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout the College. They will also be required to undertake their full duties and responsibilities in accordance with the College's Health and Safety Policies and Procedures.



PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
Qualifications/Training			
Related Agricultural Qualification	✓		AF
Rough Terrain Telescopic Handler Certificate		✓	AF
Quad bike qualification		✓	AF
Trailer Test		✓	AF
Knowledge Experience/Key Skills			
Experience of a wide range of livestock	✓		AF/IV
To be able to demonstrate best husbandry practice to students	✓		AF/IV
Flexibility	✓		AF/IV
Able to work under pressure	✓		AF/IV
Good organisational skills, with the ability to work to deadlines	✓		AF/IV
To be able to work as part of a team, with academic staff	✓		AF/IV
An understanding of safeguarding and its importance in a College environment	✓		AF/IV
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise	✓		AF/IV



HARTPURY

and solutions from relevant partners.			
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to the College.