

JOB DESCRIPTION

POST:	Equine Instructor/Technician (Maternity Cover)
GRADE:	4
CURRICULUM AREA:	Land-Based Studies
LINE MANAGER:	Equine Unit Supervisor

A. Objective and Purpose of the Job

To assist in the efficient operation of all activities at the College Equine Unit and stud farm and to instruct students in a range of practical skills. Activities include horse husbandry and management including late night checks, record keeping, grassland management, instruction, assessment and supervision of students.

The post holder will be able to clearly demonstrate his/her capacity to manage horses including broodmares and young stock to a high standard of care, fitness and welfare. The post holder should be confident around breeding stock and capable of handling a range of riding horses, mares and young stock. The successful applicant will be skilled in developing and assessing students' practical skills with horses.

The person appointed will be part of the equine and animal teams but must be able to take responsibility and work on their own initiative following college procedures. This position requires the post holder to live on site for which a mobile home is supplied.

B. Main Responsibilities and Main Duties of the Post

- To maintain a high standard of stable management practices and show attention to detail in yard and grassland management.
- Provide practical training to students in range of stable management, equitation and husbandry skills.
- Assess and supervise students as part of their training and work experience.
- To care for and handle all horses at Common Leys Farm under the direction of the unit supervisor.
- Participate in weekend duties and bank holiday working as part of a rota and provide cover as required during foaling or equine events.
- Carry out late night checks.

- To be involved in all duties necessary to maintain the efficient running of the stud and equine unit including ordering stock, maintaining inventories and records including risk assessments and COSHH.
- Carry out basic tractor operations including topping and harrowing fields.
- Assist in the production of horses for sale.
- Be part of a flexible rota to cover leave and sickness within the support team.
- To undertake any other task, as described by the Head of Faculty Land-Based Studies and Life Sciences, which is within the range of the role and responsibilities of the position.

OTHER DUTIES APPLICABLE TO ALL STAFF WORKING AT ABINGDON AND WITNEY COLLEGE

- participating in a programme of personal development;
- keeping abreast of developments in their area;
- adhering to the Health and Safety policies and procedures in force within the College, with particular regard to their own safety and that of other people using the college;
- adopting high standards of customer service;
- abiding by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy;
- as a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the college sites.

The management reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

Job Title:	Equine Instructor/Technician
Curriculum Area:	Land-Based Studies

It is **essential** for the applicant to:

- have a sound practical experience of working with horses in a commercial environment;
- be qualified to level 3 in an equine subject;
- have experience of working with young people preferably within a training environment;
- be able to demonstrate a high standard of stable management and horse handling;
- be able to drive a tractor and trailer,
- demonstrate level 2 skills in English and maths;
- communicate effectively with students and staff;
- take a team approach to problem solving;
- hold a current driving licence;
- be able to work flexible hours which will include weekend, evening and bank holiday working;
- be able to live on site.

It is **desirable** for the applicant to:

- hold a teaching/coaching or instructing qualification;
- be a qualified assessor;
- hold a driving licence that enables the towing of a trailer;
- possess a First Aid Certificate or be prepared to undertake training.

NOTE

This job description is current at today's date. However, in consultation with the post holder it is liable to variation in order to reflect changes in the job.

CONDITIONS OF SERVICE

Salary	Support Scale Grade 4
Hours	37 hours per week on a flexible rota to include weekends
Holidays	24 days per annum plus public holidays.
Payment	Monthly payments direct to bank via BACS.
Medical	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.
Smoking	Abingdon and Witney College has a no smoking policy.
Pension	Employees are automatically admitted to the Local Government Pension Scheme. Details can be obtained from the College on appointment.

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES – Abingdon and Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon and Witney College is committed to good practice in employing disabled people. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.