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| **JOB INFORMATION**  **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | Lead Equine Yard Supervisor | | **LOCATION/CAMPUS** | | Merrist Wood Campus |
| **TYPE** | Permanent | | **GRADE** | | Support Grade 8 |
| **JOB PURPOSE** | | | | | |
| To ensure high quality student learning and equine care by providing effective leadership and management to the equine yard team on a day-to-day basis. To ride across a range of disciplines and levels and deliver practical ride and horse care sessions for learners and external clients as necessary. | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | |
| * + - * To develop a realistic equine operational plan which utilises all equine resources to best meet the needs of the curriculum       * To be responsible for operational running costs and work with curriculum manager to remain within given budgets       * To evaluate and rationalise the ongoing level of college horses v working livery and ensure that they maintain a financially viable contribution, including sourcing appropriate horse power as required to meet the demands of the curriculum/learners       * To work with teaching staff in the effective planning of student practical sessions and to provide supervision of students when on the college yard       * To ensure that horses are suitably schooled and ready for use in classes and practical sessions       * To support college managers in the development and delivery of commercial courses/activities       * To generate ideas and proposals for new ways of working with the equine resources to be more cost efficient and within and within the agreed budget       * To manage all aspects of Animal Licencing, BHS approvals processes and other similar schemes by liaising with the regulatory bodies as necessary, ensuring compliance with all applicable regulations and guidelines, including bio-security measures       * To work effectively with teaching staff to provide work experience opportunities in a supportive learning environment for students of all abilities including those with learning difficulties or disabilities       * To lead and manage by example ensuring that all members of the Equine Team maintain the highest standards of probity and professionalism at all times acting as inspirational role models for learners       * To manage the appraisal and development of yard team members       * To liaise with the commercial shows/events manager and estates manager to maximise both delivery of curriculum and commercial income, with consideration to the wider estate * To work effectively within the team to devise, review and maintain effective teaching and learning strategies. * To keep abreast of Curriculum development, syllabus and assessment requirements to meet the needs of changing Industrial demand and College planning * To participate in Internal Verification, contribute to target setting, RAG ratings and auditing monitoring processes * To assist in the maintenance and sustainable development of resources and commercial activities * To attend both day and evening meetings, courses, etc. considered to be of benefit to the College and the individual. * To monitor and support students’ academic progress, including collection and follow up on attendance and punctuality * To comply with college recording and course related administrative requirements, including maintaining horse welfare records and livery records * To attend team and college meetings and undertake staff development activities * To demonstrate fully and at all times the generic competencies and professional behaviours expected of all staff employed by Activate Learning. * To ensure that all Health and Safety legislation and good working practice is observed, including the completion of and adherence to risk assessments, COSHH assessments and Accident reports | | | | | |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** | | | | | |
| * To always work and act in accordance with the group’s Vision, Values and Strategic Plan * To demonstrate professional behaviour and appearance at all times * To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning’s policies and procedures * To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated * To be accountable for own safety and that of colleagues/ visitors to the workplace * To work in a flexible manner and be willing to undertake other duties as reasonably requested | | | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | | **BEHAVIOURAL SKILLS** | |
| Essential   * Level 2 qualification (GCSE A\_C or equivalent) in English and maths * Appropriate professional/vocational qualification at Level 3 and above and/or degree (Minimum EQL Level 3 Care or equivalent). * A recognised equine teaching qualification (EQL Level 3 Performance Coach or equivalent) * Experience of teaching and assessing within the subject area and qualification * Management/Supervisory experience for running a busy, professional yard * Commercial awareness in current economy * Experience of riding a variety of horses at differing levels   Desirable   * Experience of supervising/teaching in an FE/HE environment * Management/supervisory experience in a variety of professional equine yards/businesses * A recognised equine teaching qualification (EQL Level 4 Performance Coach or equivalent) * Appropriate professional/vocational qualification at Level 4 and above and/or degree (Minimum EQL Level 4 Care or equivalent). * Experience of using digital learning technologies | | * Sound knowledge in own professional area * An awareness of information technology and its benefits to management of a busy yard * An awareness of teaching, learning and assessment strategies to engage and develop students with a broad range of abilities and needs. * Ability to consistently deliver inspirational and innovative teaching and learning * Excellent verbal and written communication skills * Ability to act as a role model for the Activate Learning Attributes * Excellent organisational and interpersonal skills * Solution focussed and pragmatic approach to problem solving * Ability/flexibility to cope with a demanding workload | | Display and role model the Activate Learning Standards of Behaviour:  **TAKE RESPONSIBILITY**, doing what we say we are going to do by:   1. planning ahead 2. staying focused 3. meeting agreed deadlines   **EARN RESPECT**, being positive with each other by:   1. listening attentively 2. being honest   **AIM HIGH**, going further by:   1. setting challenging goals 2. being resilient 3. improving continuously   **MAKE IT HAPPEN**, by:   1. taking initiative 2. inspiring each other to meet all these standards | |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*

***Disability Confident Committed Statement***

*Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.*