

JOB DESCRIPTION

Job Title: Equine Instructor / Supervisor

Post Reference No: EQ93

Job Purpose: To assist the Equestrian Centre Manager in the day to day running of Manor Stables including supervising, instructing students, running commercial activities and coaching in a commercial setting

Reports to: Equestrian Centre Manager

For this role, we are seeking an experienced equestrian to join our busy yard at Manor Stables, as an Instructor and Supervisor. The successful candidate will assist with the day to day running of the yard including yard tasks, ensuring the fitness and welfare of the horses and ponies, assisting with managing our facilities, supervising and instructing students, assist with running commercial activities and delivering sessions to commercial clients.

You will need to have a minimum of a BHSAI or a minimum of a level 3 Equine management qualification with a full teaching qualification or similar and the ability to train and produce horses to the good standard.

A flexible and positive attitude is required alongside the ability to challenge and motivate students. The role would suit someone who is working in industry and is now seeking a new challenge. This post holder will have the opportunity to train for further professional exams.

Main Tasks and Duties:

- To deliver safe and effective practical and theory instruction to students and give feedback when required.
- To plan and organise riding lessons for students, staff and external clients.
- To monitor the safety and wellbeing of all horses and ponies in the absence of the Equestrian Centre Manager.
- To co-ordinate, motivate and develop students.
- To keep accurate and detailed records of horse care and bookings.
- Take responsibility for the daily routine and planning daily activities.
- Monitor horse welfare and report issues to Equestrian Centre Manager and when necessary, treat or call the vet.
- Ride, school and improve the horses at Manor stables.
- Liaise with liveries regarding their horse during the day if required in the event of an incident or accident.
- To maintain the fields, riding arenas and related equipment to specified standards.
- To assist in the event management of competitions and clinics.
- To develop and undertake commercial activities, courses and camps.
- To set and maintain high levels of best practice.
- To liaise with the Equestrian Centre Manager, Events Secretary, Lecturers and other members of staff as required.
- To create, manage and maintain a safe and efficient environment for all students, staff, visitors and other customers alike.
- To undertake any other relevant duties as directed by the Head of Department - Equine

Duties Expected of All College Staff:

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To support the organisations commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College's approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post.

Person Specification

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none">• Minimum of a BHSAI or BHS Level 3 Coach in Complete Horsemanship• A level 3 Equestrian qualification with an equine vocational teaching qualification• Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and maths• An appropriate first aid qualification – either First Aid at Work or 'Appointed Person' – or the willingness to work towards.	<ul style="list-style-type: none">• A Level 5 teacher qualification or willingness to work towards• Spraying ticket• MO1• Strimmer ticket
<u>Experience and Knowledge</u>	<ul style="list-style-type: none">• Current industry experience working on a yard.• Experience and confidence managing and teaching young people and a range of clients.• Experience of designing and running commercial activity• Experience of training, assessing and giving learner feedback• Some supervisory / management experience.• Extensive and in-depth knowledge of the Equestrian Industry.• Good knowledge of horse care.	<ul style="list-style-type: none">• Knowledge of working in an educational setting• Knowledge of working with a variety of students with a range of ages and abilities.• Knowledge of working with learners with a range of abilities and educational needs

	<ul style="list-style-type: none"> • Good knowledge of veterinary treatments. • Strong knowledge of procedures on a BHS training yard • Computer literacy with good knowledge of Office 365, Microsoft Packages and TEAMS 	
<u>Skills & Abilities</u>	<ul style="list-style-type: none"> • Good knowledge and ability to produce and train horses in the correct way. • Excellent organisational abilities. • Excellent communication skills, written and verbal • Good practical skills in schooling and improving a range of horses in all disciplines. • Ability to devise and maintain systems and records. • Ability to meet deadlines and prioritise workload. • Current driving licence and willingness to undertake an additional trailer licence if required. 	<ul style="list-style-type: none"> • Ability to drive a tractor in an agricultural setting • Willing to undertake vocational tickets such as tractor driving, spraying, strimming for example.
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Highly motivated with high standards of horse care. • Track record of successful teamwork with a confident and robust attitude to working as part of a team • Enthusiastic with ability to motivate learners. • Willingness to challenge unsatisfactory performance of students. 	<ul style="list-style-type: none"> • Resilient individual who adapts well to change • Able to be flexible with working hours depending on business needs
<u>Other</u>	<ul style="list-style-type: none"> • Current Driving Licence 	

Competencies Required of All College Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Equine Instructor / Supervisor** at Weymouth and Kingston Maurward College.

The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

Signed:

Print Name (Block capitals):

Date: