

**Job Description**

# **Job Title:** Instructor/Demonstrator – Equine

**School:** Landbased

**Location:** Usk Campus

**Responsible To:** Head of School

**Job Purpose:**

* To guide and support learners in their learning, by being responsible for instruction and demonstration of skills in practical settings up to a maximum of 27 hours per week.
* To support the work of Lecturers, by assisting in the delivery and development of programmes of learning
* To be a key member of teaching teams, contributing to all activities undertaken.

## Principal Responsibilities

1. Technical Duties
2. Provide supervision to learners undertaking learning activities

1. Provide skills instruction in practical settings.
2. Assess learner’s progress against specific criteria.
3. Help maintain and monitor equipment, materials and specialist resources.
4. Prepare materials and equipment for demonstrations and practical work.

1. Provide training and support in the use of specialist equipment for other College staff.
2. As per 1.4 above, during holiday periods

1. Administration Duties
2. Assist and support Lecturers in the organisation, administration and maintenance of learner’s records, and course files and documentation.
3. Assist lecturers in the storage and tracking of learner’s work and assessments.
4. Contribute to assessment activities under the supervision of Lecturers.
5. Ensure that College administrative procedures are followed.
6. Attend teaching team meetings and work enthusiastically with team.
7. Assist with stocktaking and the ordering of equipment and materials.
8. Other Duties
9. To be actively involved in planned professional development and spread best practice as appropriate.

1. Be prepared to work on and prepare for open days and other promotional events.
2. To maintain professional standards at all times.
3. To promote the college’s core values and incorporate them into all aspects of the role.
4. To contribute to supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.
5. Health & Safety
6. To observe and maintain safety procedures at all times and contribute to the process of updating risk assessments of learner’s activity as required.

1. To be aware and ensure that learners are aware of up-to-date health and safety legislation and advice as it applies to the area of work.
2. To ensure/maintain discipline and a safe working environment.
3. This job requires regular work alongside live animals. The College must ensure its employees are able to work safely with animals in order to fulfil their duties. Whilst the College will implement reasonable adjustments to facilitate its employees to carry out their role, if at any point the health and safety of the employee is at risk, this may impact their suitability for the role and could result in redeployment into another department or their employment being terminated.

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| **Note:**   1. **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/level in the college.** 2. **This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.** 3. **This description is not intended to establish a total definition of the job, but an outline of the duties.** 4. **All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.** |

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Person Specification

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| 1. **Qualifications** | | | |
| 1. Four GCSEs at grade C or above, including English and Mathematics, or the equivalent |  |  | Application form |
| 1. NVQ Level 3 or equivalent in Equine Studies |  |  | Application form |
| 1. D32/33 or A award (or prepared to obtain within a specified period) |  |  | Application form/Interview |
| 1. D34 or V award |  |  | Application form/Interview |
| 1. **Knowledge & Experience** | | | |
| 1. Experience of delivering practical instruction |  |  | Application form/Interview |
| 1. Experience of designing and preparing instruction materials |  |  | Application form/Interview |
| 1. Knowledge and experience of using ILT software |  |  | Application form/Interview |
| 1. Knowledge and understanding of the Internal Verification process and procedures |  |  | Application form/Interview |
| 1. Practical working knowledge of Policies and Procedures |  |  | Application form/Interview |
| 1. **Skills & Attributes** | | | |
| 1. Able to demonstrate techniques/competencies to learners up to NVQ level 3 or equivalent |  |  | Application form/Interview |
| 1. Able to work under pressure and meet given deadlines |  |  | Interview |
| 1. Proactive and innovative in the support of delivery |  |  | Interview |
| 1. An effective team member who can relate well to a diverse range of people |  |  | Interview |
| 1. Able to produce instructions, documentation and workpacks. |  |  | Interview |
| 1. An effective communicator with a high standard of presentation skills |  |  | Interview |
| 1. Ability to use the Welsh language in teaching & learning and/or general communication or willingness to undertake training. |  |  | Application form/Interview |
| 1. **Additional Requirements** | | | |
| 1. Able to travel as required to fulfil the requirements of the role |  |  | Interview |
| 1. Flexible approach to timetable requirements and available for evening/weekend work |  |  | Interview |
| 1. Act as an ambassador for the College |  |  | Interview |