# JOB DESCRIPTION

## POST TITLE: Sessional Part-time Riding Instructor

SALARY: £22.02 per hour

WEEKLY HOURS: 8 Hours

WEEKS PER YEAR: 36

RESPONSIBLE TO: Yard Manager

SITE: Broomfield Hall

OVERALL OBJECTIVE: Responsible for the delivery of our commercial part time ‘Improve your Riding’ lessons for the public

DUTIES AND RESPONSIBILITIES:

1. To deliver riding tuition to our part time courses.
2. To assist with grouping and assessing riders
3. To carry out the effective day-to-day management of the riding sessions
4. To implement college administrative procedures that support academic practice.
5. To manage learning flexibility within a variety of delivery modes.
6. To deliver informative sessions to the learners.
7. To advise the Yard Manager on physical resources necessary to deliver the curriculum.
8. To keep accurate records of students’ progress and carry out administration as appropriate to comply with quality standards.
9. To assist with the communication and planning of the termly lessons
10. To ensure safe practice before during and after lessons.
11. To report to the Yard Manager any damage of horse, tack, equipment or any other areas of contact.
12. To provide a professional customer service to both internal and external customers.
13. To ensure that quality standards are set, monitored and reviewed within the section.

1. To demonstrate flexibility in responding to changing demands in personal, sectional or the Colleges workload.
2. To take responsibility for one’s own professional development and continually update as necessary.
3. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
4. To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities.
5. To comply with all Health & Safety policy and legislation in the performance of the duties of the post.
6. To comply with all aspects of the Data Protection Act.
7. To adhere to the College’s Computer Network Acceptable Use Policy.

PERSON SPECIFICATION

The successful candidate will have a range of the following qualities:

SKILLS:

|  |  |
| --- | --- |
| ESSENTIALS | DESIRABLES |
| Ability to deliver riding instruction to various abilities.  To identify and apply strategies to facilitate effective learning.  To use ILT to promote learning.  Knowledge of Health and Safety. | To work effectively within a learning environment. |

KNOWLEDGE:

|  |  |
| --- | --- |
| ESSENTIALS | DESIRABLES |
| An awareness of learning opportunities from a variety of sources.  Thorough knowledge of all aspects of equestrianism  Knowledge of demands within the equine industry |  |

QUALIFICATIONS:

|  |  |
| --- | --- |
| ESSENTIALS | DESIRABLES |
| Minimum BHS Stage 2 coach | BHSAI  Possess a recognised equine academic qualification |

EXPERIENCE:

|  |  |
| --- | --- |
| ESSENTIALS | DESIRABLES |
| Relevant equine experience within the industry.  Previous teaching experience | Past experience in maximising recruitment and raising profile of equine courses. |

QUALITIES:

|  |  |
| --- | --- |
| ESSENTIALS | DESIRABLES |
| * Ability to communicate with all levels of students. * Self-motivating and professional approach. * Proactive and creative. * Enthusiasm. * Reliability. * Adaptability. * Flexibility. * Trustworthy. * Honest. * Confidential. * Smart Appearance. | * Sense of humour. |