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| **Job Title:** Sessional Curriculum Support Assistant – Equine  **Reporting to:** Team Manager  **Base:** Broomfield Hall |
| **Hours:** Sessional – approx. 7.4 hours week – weekends and holidays. More hours during holidays.  **Contract Type:** Support  **Salary**  £14.05 per hour |
| **Job Purpose**  To support the delivery of the Equine Curriculum and effectively manage resources at weekends and holidays. Taking on sole responsibility of the yard. |
| **Key Responsibilities**   * To support individual students in the Equine curriculum whilst undertaking yard duties * To work flexibly to cover weekend and holiday periods * To prepare students to be industry ready * To motivate students to work efficiently on the yard * To care for and promote the welfare of the all the horse at the centre * To be customer focused when dealing with facility hire and horse owners * To work flexibly across curriculum areas in supporting the needs of students, staff and customers of Equine. * Be able to work with colleagues and feedback to centre manager * To ensure health and safety is managed at a level and follow SOP’s * To ensure that quality standards are set, monitored, and reviewed within the section. * To work alongside the centre manager to maintain high standards at the equestrian centre and continue its development. * To take responsibility for ones own professional development and continually update as necessary. * To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities. * To comply with all Health & Safety, Child Protection & Safeguarding, Risk Management policy and legislation in the performance of the duties of the post. * To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Able to work flexibly * Able to support students’ learning * Able to effectively manage resources * Able to communicate effectively at all levels * Experience of working on a yard * Organised * Standards driven * Able to work on own initiative * Strong customer service skills   **Desirable**   * IT skills |
| **Knowledge & Experience**  **Essential**   * Specialist knowledge in the Equine sector. * Able to identify basic horse illnesses and act accordingly * Understanding of the requirements of Health & Safety |
| **Qualifications -** You are required to provide valid certificates as proof of all qualifications  **Essential**   * Level 2 Maths (GCSE or equivalent) * Level 2 English (GCSE or equivalent) * BHS Stage 1 or equivalent   **Desirable**   * BHS Stage 2 |