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| **Instructor Animal Management** |

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| **Reporting to:** | Curriculum Manager |
| **Working Hours:** | Full Time (37.5 hours per week) |
| **Salary:** | Point 9 – Point 15 on the Plumpton College pay scale (currently £16,291 to £19,687 per annum) |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |
| **Job Status** | Full Time |

**Job Purpose**

The Instructor is responsible for instructing and assessing students in a range of practical tasks relating to animal care. Also, providing daily operational support to the Animal Management Centre and, where required, within the faculty (Animal Management, Equine, Veterinary Nursing and Adventurous Activities Faculty). The role includes providing specific one-to-one and group student support within both the practical and theoretical learning environment.

**Duties and Responsibilities of the Job**

1. **Teaching, Learning and Assessment**

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| 1. As directed by Programme Manager and Curriculum Manager, plan, prepare, teach, assess, report and monitor to ensure each highly effective lessons to a consistently good or outstanding standard. Share teaching, learning and assessment (TLA) good practice and celebrate students’ and others’ successes. |
| 1. Conduct initial assessments and record within the Student Individual Learning Plan, adapt teaching delivery to meet the requirements of the plan and monitor student progress frequently and report to programme Manager. |
| 1. Ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills. |
| 1. Work to ensure high levels of student attendance in all sessions and prompt completion of registers. |
| 1. Prepare and effectively use schemes of work and lesson plans in line with college processes. |
| 1. Use and apply modern technology in TLA to enhance the learning experience and support progress for students, eg PoL, specialist software/resources, working to the college VLE standards. |
| 1. Ensure cohesive assessment plans are in place for all students across your allocated teaching to ensure effective student progress. |
| 1. Set exams, homework and extension activities for individual students and provide timely, and constructive feedback to students to support progress. |
| 1. Mark and assess course work and provide effective verbal and/or written feedback to support progression in line with awarding organisation requirements and college processes. |
| 1. Monitor tracking of individual student progress across programme(s) and ensure action is taken to improve progress where possible. |

1. **Tutoring**

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| 1. Participate in student interviews and plan and deliver taster days, ‘keep warm’ activities, welcome days, enrolment and induction activities. |
| 1. Support students through enrolment and induction. |
| 1. Support students to participate in, and gain value from, the cross college tutorial programme, developing personal, employment and study writer skills, including careers guidance. |
| 1. Prepare student reports and contribute to parents’ evenings and provide employers with progress updates as appropriate. |
| 1. Use the College disciplinary process as a positive way to support student success. |

1. **Quality Improvement**

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| 1. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements. |
| 1. Support students to participate in student forums and surveys and collate programme(s) ‘student voice’ feedback to support action planning for continuous improvement. |
| 1. Ensure and maintain standards and quality by engaging with and using the college quality systems. |
| 1. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD). |
| 1. Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement. |
| 1. Ensure teaching and related files are complete and up to date. |
| 1. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated. |
| 1. Contribute to the programme development by providing subject specialist information. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience. |
| 1. Complete all mandatory training as required in line with college expectations. |

1. **Other responsibilities and duties**

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| 1. Adhere to the College Safety Policy, ensuring that appropriate safety standards, including COSHH, are maintained at all times. Compile risk assessments, co-ordinate and monitor safety inspections. |
| 1. Maintain the Animal Management Centre and ensure good welfare/husbandry of Animal Management Centre animals under the direct supervision of the Animal Management Centre Manager. |
| 1. Supervise students carrying out routine work at the Animal Management Centre during term time and holiday periods. |
| 1. Ensuring weekend and holiday cover are in place and the co-ordination of the part-time animal care technician. |
| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |
| 1. Work with employers and other stakeholders as required to develop and deliver high quality curriculum. |
| 1. Contribute to, and support delivery of the college strategic plan. |
| 1. Comply with the departmental operating plan and contribute to action plans as needed. |
| 1. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| 1. Analyse and selectively implement the calendar of key equality and diversity events across the programme. |
| 1. Ensure all safeguarding policies and procedures are followed. |
| 1. Maintain student destination data to inform self assessment and quality improvement. |
| 1. To track, organise and maintain the Animal Management equipment as part of the college stores. |
| 1. To organise and deliver the bespoke programme including short courses, holiday club initiatives and bespoke adventure education delivery with a focus on increasing college student recruitment. |
| 1. Any other duties connected with the post as are reasonably required from time to time. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Practical experience and proficiency in working within an Animal Unit |
| Ability to prioritise tasks and organise own work schedule |
| Ability to properly finish all tasks to a high standard and demonstrate a commitment to Unit presentation. |
| Excellent awareness of safe working procedures and the ability to identify improvements across all tasks. |
| Able to perform practical tasks throughout the day, every working day. |
| A good understanding an empathy with young people with the ability to challenge inappropriate behaviour and set a professional example to all college users. |
| Be able to adopt a flexible approach to all tasks and working hours given the occasional unplanned animal or student emergencies that can arise. |
| Experience of working with minimal supervision |
| Ability to work unsupervised and independently manage student workers outside of normal curriculum time to ensure the effective and safe operation of the Centre. |
| Ability to record and maintain comprehensive records pertaining to student tracking, Centre operations and animal welfare |
| Be a good communicator, have good IT, literacy and numeracy skills, and ability to work as a small team with a flexible approach to work |

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| Hold a relevant teaching qualification for level of programme/course or be willing to gain a relevant formal qualification. |
| Level 2 or higher qualifications in both English and maths. |
| Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development. |
| **Desirable criteria** |
| Hold a relevant degree / professional qualification or equivalent. |
| Experience of teaching and learning. |

**CONDITIONS OF EMPLOYMENT**

**Teaching**

This is a teaching post, and the total teaching hours will be in the range of 850 hours per year. The number of teaching hours undertaken will depend on the nature of the teaching (practical / theory) and the size of classes and any other allocated responsibilities.

**Working Hours**

The basic working hours are 37.5 hours per week however this is an all year round post. There will be evening and weekend work required to ensure the delivery of residential trips, adventure education courses, holiday clubs and to support faculty activities plus whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 (pro rata) working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September). This post may require you to take annual leave during term time to enable the successful co-ordination of the short courses and holiday club initiatives.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.