



## Lead Instructor - Animal Management

<b>Reporting to:</b>	Animal Collections Manager
<b>Working Hours:</b>	Full Time (37.5 hours per week)
<b>Salary:</b>	£24,596 to £27,769 per annum (Scale Point 21 – Point 25)
<b>Position Code:</b>	PC S5
<b>Annual Leave:</b>	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas
<b>Job Status</b>	Full Time

### Job Purpose

The Lead Instructor is responsible for the organisation, planning, instructing and assessing students in a range of practical tasks relating to animal care whilst 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).

It is the responsibility of the lead instructor to liaise with the programme managers and coordinate the delivery of the practical lessons and to develop the practical curriculum and enrichment for all learners. 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

a.	As coordinated by the Programme Managers 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.
b.	Liaise with the Animal Collections Manager to coordinate the Instructor delivery of practical sessions and routine sessions (including routines and commitments out of term time).
c.	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.

d.	Ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills.
e.	Work to ensure high levels of student attendance in all sessions and prompt completion of registers.
f.	Prepare and effectively use schemes of work and lesson plans in line with college processes.
g.	Coordinate bookings relating to AMC usage and ensure resources are booked in advance of requirements e.g. classroom, animal rooms/sections, animals for handling, grooming equipment etc.
h.	Where practically applicable, 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.
i.	Create and deliver engaging, relevant and innovative practical lessons ensuring that all aspects of the practical modules are met whilst upholding high animal welfare standards.
j.	Ensure cohesive assessment plans are in place for all students across your allocated teaching to ensure effective student progress.
k.	Set exams, homework and extension activities for individual students and provide timely, and constructive feedback to students to support progress.
l.	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.
m.	Monitor tracking of individual student progress across programme(s) and ensure action is taken to improve progress where possible.

## 2. Tutoring and Student Support

a.	Participate in student interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment and induction activities.
b.	Support students through enrolment and induction.
c.	Plan, Create and deliver and engaging and informative student AMC induction reinforcing, expectations, college values and health and safety policies.
d.	Support students to participate in, and gain value from, the cross-college tutorial programme, developing personal, employment and study writer skills, including careers guidance.
e.	Prepare student reports and contribute to parents' evenings and provide employers with progress updates as appropriate.
f.	Ensure the effective use of value-added data and systems to plan and support individual student progress across allocated programme(s).

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| g. Ensure the College's value-added system is used to support emotional, social and employability skills alongside students' studies. |
| h. Use the College disciplinary process as a positive way to support student success.   |

### 3. Quality Improvement

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| a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.                                    |
| b. Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement. |
| c. Ensure and maintain standards and quality by engaging with and using the college quality systems.  |
| d. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).                                |
| e. Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement.   |
| f. Ensure teaching and related files are complete and up to date.   |
| g. In liaison with Programme Manager and Curriculum Manager, undertake the role of IV as required.  |
| h. Prepare for, and take a lead on, awarding organisation external quality processes with support from the Curriculum Manager/Head of Faculty.                            |
| i. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.  |
| j. Contribute to the programme development by providing subject specialist information.   |

### 4. Continuous Professional Development

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| a. 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. |
| b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.                                   |
| c. Complete all mandatory training as required in line with college expectations.  |
| d. Deliver bespoke training and CPD sessions to staff  |

## 5. Other responsibilities and duties

a. 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.
b. 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.
c. Supervise students carrying out routine work at the Animal Management Centre during term time, weekends and holiday periods.
d. Carry out routine work in the Animal Management Centre. This will include weekends, on a rota basis, working on average one in three weekends and will also include some bank holiday working.
e. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
f. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
g. Contribute to, and support delivery of the college strategic plan.
h. Comply with the departmental operating plan and contribute to action plans as needed.
i. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
j. Analyse and selectively implement the calendar of key equality and diversity events across the programme.
k. Ensure all safeguarding policies and procedures are followed.
l. Maintain student destination data to inform self-assessment and quality improvement.
m. To track, organise and maintain the Animal Management equipment as part of the college stores.
n. 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.
o. 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. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

<b>Essential criteria for the post</b>
Practical experience and proficiency in working within an Animal Unit
Minimum Level 3 in Animal Management or a related subject
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
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.
<b>Desirable criteria for the post</b>
Hold a relevant degree / professional qualification or equivalent.
Experience of teaching and learning.
Full UK driving licence

## TERMS AND CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs (i.e. not within term time unless in exceptional circumstances) and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### Continuous Professional Development (CPD)

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

### Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### 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