



# PLUMPTON

## COLLEGE

| Animal Studies - Practical Instructor |                                         |
|---------------------------------------|-----------------------------------------|
| Reporting to:                         | Curriculum Manager                      |
| Working hours:                        | Full time (37.5 hours per week)         |
| Salary:                               | £25,077 - £28,896                       |
| Position code:                        | PC S4 points 17 - 22                    |
| Annual leave:                         | 26 electable days plus 8 statutory days |

### Job Purpose

To deliver highly effective teaching, learning and assessment, supporting students to maximise their potential in making positive progress towards their success, further study, or employment. You'll be highly organised with significant experience and expertise in coaching across a wide range of abilities.

### Duties and Responsibilities of the Job

#### 1. Teaching, Learning, and Assessment

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| a. | As directed by the Programme Manager and Curriculum Manager, plan, prepare, and deliver 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. | Conduct initial assessments and record within the Student Individual Learning Plan, adapt teaching delivery to meet the requirements of the plan. Assess, report, and monitor student progress frequently and report to the Programme Manager.                              |
| c. | Ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills.                                                                                                                                               |
| d. | Work to ensure high levels of student attendance in all sessions and prompt completion of registers.                                                                                                                                                                        |
| e. | Prepare and effectively use schemes of work and lesson plans in line with college processes.                                                                                                                                                                                |

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| f. | Use and apply modern technology in TLA to enhance the learning experience and support progress for students, e.g. Microsoft Teams, specialist software/resources, working to the college standards. |
| g. | Ensure cohesive assessment plans are in place for all students across your allocated teaching to ensure effective student progress.                                                                 |
| h. | Set exams, homework, and extension activities for individual students and provide timely, and constructive feedback to students to support progress.                                                |
| i. | 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.                      |
| j. | Monitor tracking of individual student progress across programme(s) and ensure action is taken to improve progress where possible.                                                                  |

## 2. Tutoring

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| a. | Using initial assessment and other information, write and distribute student profiles for all tutees.                                                                        |
| b. | Participate in student interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment, and induction activities.                               |
| c. | Support students through enrolment and induction.                                                                                                                            |
| d. | Support students to participate in, and gain value from, the cross-college tutorial programme, developing personal, employment and study skills, including careers guidance. |
| e. | Ensure the effective use of value-added data and systems to plan and support individual student progress across allocated programme(s).                                      |
| f. | Ensure the College's value-added system is used to support emotional, social, and employability skills alongside students' studies.                                          |
| g. | Prepare student reports and contribute to parents' evenings and provide employers with progress updates as appropriate.                                                      |
| 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 the 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.                                            |
| 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.                                                                                                                                |

### 5. Other responsibilities and duties

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| a. | Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events. |
| b. | Work with employers and other stakeholders as required to develop and deliver high quality curriculum.             |

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| c. | Contribute to and support delivery of the college strategic plan.                                                                                                     |
| d. | Comply with the departmental operating plan and contribute to action plans as needed.                                                                                 |
| e. | Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| f. | Analyse and selectively implement the calendar of key equality and diversity events across the programme.                                                             |
| g. | Ensure all safeguarding policies and procedures are followed.                                                                                                         |
| h. | Maintain student destination data to inform self-assessment and quality improvement.                                                                                  |
| i. | 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:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

| <b>Essential criteria for the post</b>                                                                                                                                                |
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| Hold a degree / professional qualification or equivalent.                                                                                                                             |
| Hold a relevant teaching qualification for level of programme/course or be willing to gain a relevant formal qualification.                                                           |
| Show evidence of or potential to teach to a consistently good or better standard.                                                                                                     |
| Level 2, or higher, qualifications in both English and maths.                                                                                                                         |
| Recent and extensive industry experience and/or evidence of specialist subject knowledge in key areas including recent experience of riding instruction and coaching to a high level. |
| Demonstrate a strong desire to work collaboratively as part of a high performing team.                                                                                                |
| Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s).                                                      |

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| Clear understanding of the needs of students and how these may be met. This is to include a high level of safety awareness for self and others when working with animals.                   |
| Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding.                               |
| Excellent communicator with highly developed interpersonal skills. To include a calm, confident and supportive manner in developing the riding and practical skills to a range of students. |
| Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.                                                           |
| Comprehensive and well-developed IT skills including MS Teams.                                                                                                                              |
| Skills and experience in problem solving.                                                                                                                                                   |
| Adaptable and flexible approach to change.                                                                                                                                                  |
| <b>Desirable criteria</b>                                                                                                                                                                   |
| Experience of teaching and learning.                                                                                                                                                        |
| BHS Accredited Professional Coach.                                                                                                                                                          |

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 to 17.00 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 departmental activities, and 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 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.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for skills 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 Local Government Pension 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.