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| **Head Keeper/Lecturer in Game Management.** |

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| **Reporting to:** | Curriculum Manager, Agriculture, Food and Environment |
| **Working Hours:** | Full Time (45 hours per week) |
| **Salary:** | £28,868 – 37,700 (for 45 hours) |
| **Annual Leave:** | 26 electable days, 8 statutory days and efficiency closure days at Christmas |
| **Job Status** | Full Time |

**Job Purpose**

The lecturer is responsible to the Curriculum Manager for teaching and assessing students in the Game and Wildlife Management department, as well as the effective management of the of the college shoot and game rearing facility.

**Duties and Responsibilities of the Job**

1. **Teaching, Learning and Assessment**

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| 1. As directed by the Programme Manager and Curriculum Manager, curriculum unit planning, lesson planning, lecturer preparation, teaching and assessing, and to monitor and report to ensure each highly effective lessons meets consistently good or outstanding standards. Share teaching, learning and assessment (TLA) good practice and celebrate students’ and others’ successes. |
| 1. Conduct initial assessments and record details within the Students Individual Learning Plan, adapt teaching delivery to meet the requirements of the plan and monitor student progress frequently and report to Programme Manager on a weekly basis. |
| 1. Ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills, whilst ensuring minimum core is embedded in you lesson preparation. |
| 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, e.g. Teams, 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. Working with the Program Manager Set exams, homework and extension activities for individual students and provide timely, and constructive feedback to students to support progress, using promonitor to record all outcomes. |
| 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. Work as a tutor, co-ordinated by Programme Manager and Curriculum Manager, and engage with student services as required. |
| 1. Support students through enrolment and induction. |
| 1. Ensure the College’s value added system is used to support emotional, social and employability skills alongside students’ studies. |
| 1. Use the College disciplinary process as a positive way to support student success. |

1. **Coordination of shoot responsibility and associated rearing resources.**

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| 1. Undertake the Coordination of the college’s commercial shoot and game rearing facility. To include organisation of shoot days, preparing the estate for shooting purposes, planning game rearing on site, and other associated husbandry duties throughout the year. This should be conducted to industry best practice, and presented on an inspection ready basis at all times. |
| 1. Seasonal cover (on rota) for college aquaculture production business (fish rearing unit). |
| 1. Ensure all resources are appropriate and fit for purpose to emulate the best possible industry practice therefore supporting an outstanding student experience. |
| 1. Coordinate and undertake daily routines in conjunction with students to ensuring the welfare of birds, undertake a twice daily premises inspection, including feed water and the serviceability of equipment. |
| 1. All matters relating to stock welfare are recorded daily and shared with the programme and Curriculum Manager, with liaison with our veterinary specialist as applicable. |
| 1. Ensure that shooting activity follows industry best practice and published protocols as relevant. All activity must be risk assessed and safe operating procedures are implemented. |
| 1. To give all customers both internal and external a very positive experience and to be the front facing contact in relation to the college shoot and associated activities. To provide updates on shoot activities and Game related curriculum through newsletters and social media/marketing. |
| 1. To keep all college staff updated in relation to shoot and game rearing activities particularly those that are utilising the estate for teaching purposes. |
| 1. To ensure all risk assessments are up to-date and relevant to the industry following the college Health and Safety Cycle and to ensure very high standards are maintained in all practices. |

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. Prepare for, and take a lead on, awarding organisation external quality processes with support from the Curriculum Manager/Head of Faculty. |
| 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. Undertake wider estate management linked to department such as fisheries, aquaculture and woodland work as directed by Programme Manager and the Curriculum Manager at certain times of the year. This will include liaising with the farm manager regarding cover for birds. |
| 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 the Aspire program, 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. 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. Supportive
5. Passionate about everything we do

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| **Essential criteria for the post** |
| Hold a relevant teaching qualification or be willing to gain a relevant formal qualification. |
| Hold a minimum of a level 3 in Game Management or Equivalent Industry based qualification |
| Show evidence of or potential to teach to a consistently good or higher standard. |
| Level 2 or higher qualifications in both English and maths. |
| Sector / industry experience and/or evidence of specialist subject knowledge in key areas. |
| 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). |
| Clear understanding of the needs of students and how these may be met. |
| 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. |
| Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development. |
| Comprehensive and well-developed IT skills. |
| Knowledge and understanding of the rearing and release of game birds for sporting purposes & legislation |
| Skills and experience in problem solving and a flexible and adaptable approach. |
| Adaptable and flexible approach to change. |
| **Desirable criteria** |
| Experience of teaching and learning. |
| Track record for the successful organisation and management of a game shoot |
| Holds a current shotgun and firearms certificate |

**CONDITIONS OF EMPLOYMENT**

**Working Hours 45 per week.**

Basic working hours are from 0830hrs to 1700hrs, plus morning and evening supervision of students on routines.

In addition some days will be flexible but still necessary to conduct seasonal daily game bird husbandry tasks, with weekend responsibility on rota.

This is an all year round post. There will be evening and weekend working responsibilities to support the department and seasonal game rearing, pest and predator control, and student enrichment activities.

**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 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