



### Job Description

<b>JOB TITLE:</b>	<b>Animal Management Instructor</b>
<b>SALARY:</b>	<b>Scale H of the Support Staff Pay Scale</b>
<b>HOURS:</b>	<b>40 hours per week, working 1 weekend in 4.</b>
<b>REPORTS TO:</b>	<b>Deputy Education Manager</b>
<b>CAMPUS:</b>	<b>Berkshire College of Agriculture</b>
<b>JOB PURPOSE:</b>	To enhance and develop the learning experiences and potential of a range of students' by improving practical competence, knowledge and understanding whilst maintaining the highest of professional standards in animal welfare and contributing to the daily care of the animals on the centre.

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:**

1. To demonstrate, instruct and assess learners undertaking courses within the animal management curriculum including the instruction and assessment of students and apprentices.
2. Undertake supervision of students at the Animal Centre during their duties and practical tasks and lead on the development, monitoring and assessment of practical skills development of learners.
3. Support lecturers and technicians to deliver a range of units and professional development sessions as part of the Animal Management curriculum and support lecturers with the planning and assessment of these lessons.
4. To assist with the management of the range of species housed at the Animal Centre inclusive of daily husbandry tasks across all sections when required
5. To ensure that the welfare of animals is maintained to high standards at all times.
6. To undertake administrative responsibilities for student groups as directed by the Head of Department/Deputy Animal Centre Manager including the maintenance of personal assessment records, individual learner plans (ILP's) and guidance and the collation and recording of students' progress and attendance on the Animal Centre and associated areas.
7. Coordinate and induct work placement students at the centre put together effective placement schedules for learners.
8. To carry out routine animal tasks and work at the college Animal Centre under the direction of the Centre Manager in college holiday periods, weekends or during other times when instruction/direct student contact is not required.



9. To assist on open days and with the preparation and conduct of animal management events.
10. To always maintain safe-working practices and ensure College regulations and health and safety procedures are maintained.
11. To assist in the continuing development of the animal management curriculum and the Animal Centre to meet College objectives and industry standards to drive forward the progression of the Centre and department
12. To work with the curriculum team on effective curriculum planning and sequencing for the delivery of practical elements of the course.
13. Adhere to all Animal Management Centre procedures, protocols and risk assessments and maintain accurate and up to date animal records using ZIMS and other record keeping methods, where necessary.
14. The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

August 2025



**PERSON SPECIFICATION**  
Animal Management Instructor

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
To hold a recognised qualification in an area of specialism relevant to this role	X		AF
L4 teaching qualification (or willingness to work towards achievement within an agreed time frame)	X		AF
Assessor qualification (or willingness to work towards achievement within an agreed time frame)		X	AF
GCSE / Level 2 (or equivalent) Maths and English	X		AF
<b>EXPERIENCE SKILLS, KNOWLEDGE AND ABILITIES</b>			
To possess strong practical skills and be able to comfortably work across Zoo, Ectotherm, Companion and Livestock sections	X		AF/IV
Previous relevant demonstrable experience in an accredited/recognised animal organisation	X		AF/IV
Ability to plan and deliver effective sessions to develop learners practical skills	X		AF/IV
Experience of working with students and staff to support curriculum development and design	X		AF/IV
Ability to maintain a well prepared, realistic and safe environment for our learners	X		AF
Demonstrable understanding of the importance and implementation of training and enrichment programmes for animals		X	AF
Able to maintain various professional work-related records	X		AF/IV
<b>Personal Qualities</b>			
Ability to use own initiative and work effectively and conscientiously		X	AF/IV
To consistently produce a high standard of work	X		AF
Demonstrate a positive and flexible approach to work and tasks to support the work of the wider team	X		AF/IV



Ability to communicate effectively, verbally and written, with a wide range of people including adults, young people and external stakeholders	X		AF/IV
<b>Other</b>			
Ability to undertake the physical elements of the role effectively i.e. able to lift 20kg in weight, crawl, stoop, bend	X		AF/IV
Understanding of Health & Safety law and policies		X	AF
Understanding of Child Protection Legislation and requirements	X		AF/IV
Possession of a driving licence		X	AF
Ability and willingness to work flexibly to meet the needs of the Centre and College, which will involve some weekend work	X		AF/IV

**KEY:**

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation