

Job Description

JOB TITLE:	Equine Technician
GRADE:	Support Staff Scale G
REPORTS TO:	Equine Yard Manager
CAMPUS:	BCA
JOB PURPOSE:	Provide an outstanding student experience through the provision of a safe practical teaching and learning environment, supporting learning through demonstration, instruction and supervision on the Equestrian Centre. Contribute to horse care and welfare standards in the care of BCA.

Main Duties

1. Horse Care and Welfare
2. Support learning.
3. Provide a safe learning environment.
4. General Duties

1. Horse Care and Welfare

- 1.1 To undertake the range of routine tasks associated with the care, welfare and exercise of horses in the stable and at grass.
- 1.2 To ensure that all horses are kept in good health, with their condition maintained ensuring they are fit for work, including identifying the need for farrier or veterinary attention.
- 1.3 To maintain safe working practices and conditions with reference to Health and Safety, BHS and College regulations.
- 1.4 To maintain standards laid down for the operation of the Centre, including security, discipline, health, cleanliness, tidiness and animal welfare.

- 1.5 To supervise students, trainees and others working at the Equestrian Centre including weekend, evening, holiday duties as well as Open and Event Days.
- 1.6 To undertake yard duties which include the preparation of materials and equipment to support the daily delivery of the curriculum under the direction of the Equine Yard 1.6 Manager.
- 1.7 To co-ordinate, effectively manage and assess students during practical yard sessions.
- 1.8 To ensure the correct and effective use of all resources (including horses, buildings, yards, grazing, arenas, tack and equipment) as directed by the Equine Yard Manager.
- 1.9 To maintain appropriate records for the Centre as directed by the Equine Yard Manager (including student assessment reports, horse health records such as vaccination records).
- 1.10 To assist the Equine Yard Manager in the preparation of daily lists, work rotas organising practical sessions, examination/approval days to standard.
- 1.11 To assist with Special Needs groups that attend yard practical sessions on a weekly basis.
- 1.12 To report maintenance and repair needs to the Equine Yard Manager.
- 1.13 To drive College vehicles and tractors etc as integral to overall duties.

2. Support Learning

- 2.1 Support the induction of students.
- 2.2 Provide practical demonstration and instruction within a learning environment as required.
- 2.3 Prepare equipment, materials and practical learning environments for lessons.
- 2.4 Provide advice and guidance to students.
- 2.5 Participate in parents' evenings, recruitment, trade events, conferences, open days and other marketing events as appropriate.

3. Provide a Safe Learning Environment

- 3.1 Maintain safe working practices within the practical learning area, completing risk assessments where appropriate.
- 3.2 Maintain and schedule maintenance and servicing of all equipment, tools and machinery, producing estimates of repairs where required.
- 3.3 Ensure supplies, parts and consumables are safely stored and that adequate stocks are maintained.
- 3.4 Ensure the practical learning area is kept clean and tidy.

4 **General Duties**

- 4.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.5 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION - TECHNICIAN

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L3 qualification in an equine related subject	X		AF
L2 English	X		AF
L2 maths	X		AF
BHS Stage 2 Care and Knowledge		X	AF
First Aid qualification or willing to work towards	X		AF / IV
EXPERIENCE			
Previous experience working with a range of horses.	X		AF / IV
Experience of working with young people		X	AF / IV
Experience of working in an educational environment		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to embed English and maths into learning		X	Test
IT skills e.g. word, excel, power-point, email, databases	X		AF
Ability to motivate students	X		Test
Good administrative skills	X		AF
Ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for learning and subject area	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		IV

KEY:

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

All of the elements marked IV will be assessed at interview.

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