



Job Description

JOB TITLE:	Livestock Instructor
SALARY:	Scale H £15,338.92 - £16,887.02 (£26,336 - £28,994 FTE)
HOURS:	24 hours per week
BASIS:	Term Time Only 40 weeks per year (46.82 paid weeks per year) Fixed Term Contract – Maternity Cover
REPORTS TO:	Head of Agriculture
CAMPUS:	Berkshire College of Agriculture
JOB PURPOSE:	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 livestock welfare and contributing to the daily care of the livestock on the farm.

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

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

SPECIFIC DUTIES:

1. To demonstrate, instruct and assess learners undertaking courses within the agriculture curriculum including the instruction and assessment of students and apprentices.
2. Undertake supervision of students on the farm and college estate 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 Agriculture curriculum and support lecturers with the planning and assessment of these lessons.
4. To assist with the management of livestock housed at the farm inclusive of daily husbandry task 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/Livestock 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 farm and associated areas.
7. To carry out routine livestock tasks and work on the college farm under the direction of the Livestock Manager in college holiday periods, weekends or during other times when instruction/direct student contact is not required.



8. To assist on college open days and with the preparation of college events E.G., Henley Show.
9. To always maintain safe-working practices and ensure College regulations and health and safety procedures are maintained.
10. To assist in the continuing development of the agriculture curriculum and the livestock areas to meet College objectives and industry standards to drive forward the progression of the farm and department.
11. To work with the curriculum team on effective curriculum planning and sequencing for the delivery of practical elements of the course.
12. Adhere to all farm procedures, protocols and risk assessments and maintain accurate and up to date animal records where necessary.

COMMON RESPONSIBILITIES:

In addition to the specific tasks which distinguish one job from another and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment. These are as follows:

1. To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
2. Provide cover in the case of absence across the whole of the animal centre.
3. To engage in training and development as required and, through CPD, ensure you keep up to date with relevant industry and academic development.
4. Travelling and working away from normal base as may be required from time to time
5. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
6. Ensure compliance with, and implementation of, all College policies and procedures with particular reference, but not exclusively, to Equality and Diversity, Health and Safety, Every Child Matters and those specific to the Animal Centre.
7. Promote a teaching, learning and working environment that is professional and free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
8. To dress appropriately to maintain standards in personal presentation, tidiness and safety.
9. Any other duties commensurate with the level of responsibility within the Group.

This job description is current as at the date shown below. In consultation with you, it is liable to variation to reflect changes in the job.

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

April 2025

PERSON SPECIFICATION

Livestock Instructor

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
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 or equivalent (Level 2) Maths	X		AF
GCSE or equivalent (Level 2) English	X		AF
EXPERIENCE			
To possess strong practical skills and be able to comfortably work across Livestock sections and the college estate.	X		AF/IV
Previous relevant demonstrable experience in an accredited/recognised livestock or farm environment	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
Able to maintain various professional work-related records	X		AF/IV



SKILLS, KNOWLEDGE AND ABILITIES

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
Ability to undertake the physical elements of the role effectively i.e. able to lift 20kg in weight, crawl, stoop, bend	X		AF
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

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