



JOB TITLE: EQUINE YARD TECHNICIAN

RESPONSIBLE TO: EQUINE YARD MANAGER

This is an exciting opportunity for a suitably experienced and qualified person to further develop a career, in an educational setting supported by an excellent range of facilities. The role requires someone with experienced equine horse care, handling and welfare of a range of horses. The ability to work in a fast paced environment within a growing department is essential. A key part of this role is ensuring that high standards of equine welfare are maintained alongside developing learner's horse handling and management skills.

Working with the support of the Equine Yard Manager would be required to maintain safe working practices within the yard setting whilst supporting the development of all learners including those with Special Education Needs. Working with the existing Equine Yard Technicians you will be involved in organising daily routines for grooms and learners to ensure the effective day to day running of the Equestrian Centre and Equine Events.

The ideal candidate will be able to work well as part of a team demonstrating excellent communication skills, as well as being able to work on their own initiative. A broad knowledge of the equine industry and evidence of working with young people would be an advantage. Although teaching is not part of the job role, a BHS qualification would be desirable alongside an interest in equine events.

The person appointed must enjoy working with students of all ages and abilities. The College is an equal opportunities employer and operates a Staff Development Programme which includes initial training, and support for individuals to develop their skills.

COLLEGE EQUESTRIAN CENTRE

The Centre directly supports all full and part-time Equestrian courses under the daily management of the Equestrian Yard Manager and consists of:

- 54 purpose built stables
- Tack, feed and rug rooms
- 2 Shoeing and Clipping stalls
- A Floodlit 60m x 40m and 60m x 30m all weather arenas
- 60m x 40m indoor arena
- 4 km of grass rides around the Estate with associated cross country jumps
- Practical boxes and Lecture rooms
- Horse Walker
- BE Cross Country Course BE90-Novice

These facilities form the focus for teaching practical skills and are primarily utilised for that purpose. Riding Clubs, Pony Clubs and other equestrian groups and societies

are encouraged to use the facilities at weekends and out of term time organised by the Equine Events Coordinator.

SPECIFIC DUTIES:

To undertake the range of routine tasks associated with the care, welfare and exercise of horses in the stable and at grass.

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.

To maintain safe working practices and conditions with reference to Health and Safety, BHS and College regulations.

To maintain standards laid down for the operation of the Centre, including security, discipline, health, cleanliness, tidiness and animal welfare.

To supervise students, trainees and others working at the Equestrian Centre including weekend, evening, holiday duties as well as Open and Event Days.

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 Manager.

To co-ordinate, effectively manage and assess students during practical yard sessions.

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.

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).

To assist the Equine Yard Manager in the preparation of daily lists, work rotas organising practical sessions, examination/approval days to standard.

To assist in the promotion of Equestrian Programme activities participating in events, meetings, demonstrations, shows, etc. that may be held from time to time.

To assist with Special Needs groups that attend yard practical sessions on a weekly basis.

To report maintenance and repair needs to the Equine Yard Manager.

To drive College vehicles and tractors etc as integral to overall duties.

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:

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.

To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.

To encourage students to respect others and value their individuality.

To safeguard the reputation of the College and promote College achievements.

To encourage students and visitors to take a pride in their environment and treat it with respect.

To protect confidential information about, or in the possession of, the College.

To promote diversity and inclusion in the conduct of your work.

To undertake training and personal development as required to fulfil your responsibilities and develop your potential.

To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.

To maintain and encourage others to follow College policies on Health and Safety.

To maintain high standards of welfare of animals at all times and encourage the same in others.

To keep informed of new developments in your own field and act as mentor for colleagues as appropriate.

To maintain at all times, good professional relations with colleagues, students and the public.

To dress appropriately to maintain standards in personal presentation, tidiness and safety.

To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.

To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.

To observe College policies and practices for the protection and enhancement of the environment, and be aware of and comply with the environmental legislation relating to all aspects of the College's resources and property management.

To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

To ensure that you read and understand College regulations and policies described within the staff handbook.

You are required to share the commitment to keep all our students safe whilst in College, with a specific focus on those under eighteen years old and all vulnerable adults, by contributing to:

The provision of a safe environment for students to learn in the education setting

Identifying students who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe in the education setting in line with College policy and procedures

Undertaking responsibilities towards learners and younger client groups with regards to 'Duty of Care', Every Child Matters and College Safeguarding responsibilities.

NOTES:

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

In addition to the above, you may be required to undertake such other duties as the Principal or Vice Principals may require and as may be reasonably commensurate with your grade.

The postholder will be expected to participate in development reviews and undertake personal development and training which may be of benefit to the individual and the College.

The postholder may also be required to undergo Emergency First Aid training and undertake the duties of a College First Aider.

You will be required to drive College vehicles, for the better performance of your duties and therefore maintain a full current driving licence.

You will be expected to observe the College's 'Common Responsibilities' as integral to your job description.

All staff are required to undertake responsibilities towards learners with regards to the college's 'Duty of Care' responsibilities and safeguarding legislation and practice

All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors etc. in the workplace, in accordance with legislation and the College's Health and Safety Policy.

I acknowledge receipt of this Job Description and accept the responsibilities as detailed in my role of Equine Yardn Technician.

Signed..... Date.....

Name.....

PERSON SPECIFICATION:

Essential	Desirable
Relevant professional experience of working with horses.	Experience of working in an educational environment.
Ability to work as part of a team.	BHS Stage 2
Good time management skills.	First Aid Certificate
Able to demonstrate a wide range of practical skills in the vocational area in a learning style appropriate to the client group needs.	Hold a current driving licence and be willing to operate other college vehicles
Evidence of experience working with young people.	Experience of being involved in the running of equine events.
Enthusiasm and dedication to their work.	
Ability to communicate effectively with others.	
Equine Level 3 qualification or equivalent.	

STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

CONDITIONS OF SERVICE

The main Conditions of Service applicable to this post are set out in the Professional Contract of Employment at the Berkshire College of Agriculture.

SALARY

The salary for this position will be between Scale Point SP17- SP20, £17,955 - £19,715 per annum. Salaries are reviewed annually in the summer. Incremental increases are subject to successful performance review.

HOURS OF WORK

You will be expected to be at your normal place of work or engaged in any approved activity for a minimum of 40 hours per week 5 days per week (Tuesday to Saturday) all year around, however you will be expected to work such hours as are reasonably necessary for the proper performance of your professional duties and responsibilities. Saturday or Sunday will be classed as a normal working day (excepting for reasons of personal belief) in which case time off in lieu may be given. On occasions you may be asked to work additional hours for which time off in lieu will be given or overtime paid.

CONTINUOUS SERVICE

Your continuous service dates from the commencement of this contract with the College except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Professional Contract, the Pension Scheme and other agreements.

HOLIDAYS

Holiday entitlement for this post is currently 24 working days plus College closure days and public holidays. Leave must be taken in consultation with the line manager at a time convenient to the organisation, but not normally during term times, and is subject to compliance with the approved booking procedures.

PROBATIONARY PERIOD

The appointment is subject to the satisfactory completion of a 6 months probationary period.

PENSIONS

This post falls within the scope of the Local Government Pension Scheme (LGPS). The LGPS is contracted out of the State Earnings Related Pension Scheme. It follows that, if you choose to participate in it, a contracting out certificate under the Social Security Pensions Act 1975 will be in force in respect of your employment. Should you choose not to join the LGPS, you must participate in the State pension scheme or take out a personal pension. If you are in part-time employment you will need to elect for your service to be pensionable.

MEDICAL

The postholder will be required to complete a medical form and if appropriate undertake a medical examination. Confirmation of the appointment will be conditional upon this being satisfactory. In addition, any current or recent medical problems must be detailed on the form of application.

CAR USAGE

It is a requirement of the post that you hold a current UK driving licence. The College runs a number of vehicles which are normally used for official journeys. Should you

be required and authorised to use your car in the course of official duties, then a mileage allowance will be payable in accordance with current College rates. This allowance may be varied or withdrawn at the discretion of the College during the course of your employment.

DISCLOSURE & BARRING SERVICE

The College will undertake the appropriate background checks with the Disclosure & Barring Service. You will be required to comply with College procedures for obtaining a Disclosure certificate. If you currently subscribe to the DBS Update Service you will be required to show the HR Department your DBS Certificate.

CHILDREN'S NURSERY

A private sector partner (Busy Bees) runs an 80 place Children's Nursery on the College campus, open to members of the public, staff and students.

TERMINATION OF EMPLOYMENT

The period of notice which you are required to give terminate your employment is set out in the Professional Contract and is currently two calendar months.

UNION MEMBERSHIP

The College, as your employer, believes in the principle of discussion and agreement in its approach to industrial relations. You have the right to join a trade union and to take part in its activities.

AMENDMENTS

The Corporation reserves the right to amend or terminate any working arrangements, agreements or schemes which are included in your Contract of Employment, either by consent (individually or collectively) or by termination as provided for within these arrangements, agreements or schemes in which case such provisions will cease.