

Fairfield Farm College Job Description and Person Specification

Job title: Equine Tutor (Maternity Cover)	
Work base: Fairfield Farm College, Dilton Marsh	Team: Education
Hours of work: 36.25 per week (8.40-16.35)	Salary: £26,578.50 pro rata

1. Safeguarding

Fairfield Farm College is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Farm College agreed child and adult protection procedures will be followed.

2. Job context and purpose

Fairfield Farm Trust is a charity whose primary business is an Independent Specialist College, providing day and residential courses to young people with learning disabilities in Dilton Marsh, Westbury. The Hope Nature Centre, Southwick, Trowbridge is a café and animal park offering work experiences and opportunities for adults with learning disabilities.

You will have experience of teaching Equine and Stable Management ideally with young people with learning disabilities.

You should have a track record of achieving excellent outcomes in teaching. You must be able to develop the curriculum area in line with latest government policy. You will be responsible for evidencing learner progress and outcomes.

Additionally, you will be self-motivated and be able to work independently and prioritise workload. You will work as part of the Teaching and Learning Team which consists of teaching and support staff.

Your holiday entitlement will be 50 days per annum, pro rata (to include bank holidays) and should be taken in college holiday periods. This post is to cover a period of maternity leave which we anticipate will be for a period of approximately 8 months, with the possibility of extension.

There is a pension scheme available for eligible staff.

All staff are required to have a clear DBS check prior to starting work at the college.

3. Main duties

1. To prepare, teach and evaluate the Equine and Stable Management to groups of students who have a learning disability.
2. To take the lead on equine welfare and coordinate, alongside managers, the provision of farriers and vets etc. as and when necessary.

3. To carry out administrative and recording tasks related to the curriculum area in line with college quality policy and procedures.
4. To assess students prior to their arrival at college in line with college admissions policy and procedure.
5. To develop and improve appropriate teaching and learning materials and resources within the specific curriculum area.
6. To develop and improve appropriate assessment of students' work in accordance with college and awarding organisation standards.
7. To keep abreast of new developments in the subject area including industry standards and ensure that the delivery of the subject reflects current practice.
8. To be responsible for recording and monitoring student start points and student progress throughout the programmes of study delivered via college systems and processes.
9. To be responsible for student outcomes across the curriculum area including success, retention and achievement outcomes.
10. To work as part of a multi-disciplinary staff team to ensure that students gain the maximum benefit from their programme of study at the college.
11. To be part of the delivery team offering students the opportunity to participate in extracurricular and enrichment activities.
12. To act as personal tutor for a group of students and to undertake the responsibilities of this role, such as review meetings, and parents' afternoons.
13. To work at all times within the framework provided by the college's policies and procedures
14. To be fully conversant with and implement the college's Safeguarding policy and procedures to ensure the health, safety and welfare of all learners and staff
15. To attend staff meetings and mandatory staff training and development days to ensure that the college continues to maintain the standards required by its various funding bodies.
16. To liaise effectively with managers and staff across the college to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation.
17. To liaise with non-teaching staff for record keeping particularly linked to student tracking and budgetary and financial aspects of the curriculum area.
18. To work with managers to ensure that policies and procedures are regularly updated and meet the needs of the organisation.
19. Any other duties which may reasonably be requested.

4. Supervision/management of people

Not applicable

5. Contacts and relationships

The post holder will:

- Report to the Deputy Principal.
- Work with Teaching and Learning Team colleagues.

6. Information technology

Daily use of electronic devices and computers which will require excellent ICT skills. This will include using, Microsoft Office packages (Word, Excel, Access, PowerPoint, Publisher, Outlook) SchoolPod & PEOPLE HR(MIS) and web-based software.

7. Financial responsibility

Curriculum area resources budget.

Always ensure effective use of resources and value for money is secured for the college.

8. Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

9. Equality and Diversity

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

10. Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held

electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

11. Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

12. Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen

13. Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none"> • Post 16 teaching qualification • NVQ L3 or equivalent in the relevant subject area • Recent practical knowledge of the subject area • 	<ul style="list-style-type: none"> • Minimum BHS Stage 2 Coach or BHS Preliminary Teaching Test (PTT)
Experience of	<ul style="list-style-type: none"> • Delivering an equine and stable management curriculum to young people within a post 16 educational setting • Working with young people with learning disabilities • Assessing criterion-based qualifications • Using MIS systems linked to setting, monitoring and tracking learner progress and outcomes 	
Management of people	<ul style="list-style-type: none"> • Ability to offer guidance and support to other staff members. 	
Skills	<ul style="list-style-type: none"> • To be highly personable with excellent communication skills 	

	<ul style="list-style-type: none"> • To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook • To show an understanding of the importance of working within strict Health and Safety guidelines • Ability to work as part of a multi-disciplinary team and on own initiative • To have a clean, full driving licence and a willingness to drive college vehicles 	
Personal qualities and motivation	<ul style="list-style-type: none"> • To be honest, trustworthy and reliable • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds • To be willing to work in a physical role undertaking duties as required across a working farm • A willingness to undertake further professional training if required 	
Literacy, numeracy and IT	<ul style="list-style-type: none"> • GCSE C (4/5) or • Level 2/equivalent in English and maths • ILT literate 	
Language (English or other languages)	<ul style="list-style-type: none"> • Good written and spoken English 	
Safeguarding	<ul style="list-style-type: none"> • Displays a commitment to the protection and safeguarding of young people and will engage with all checks, training and procedures. 	

This job description and person specification created by Graeme Athey 10/07/02020

This vacancy will remain open until an appointment is confirmed.

Interview date to be confirmed.

Interviews will adhere to Government guidance on social distancing.

The successful applicant will be required to commence November 2020.

Please note that we will not accept CVs. All applications must be made via an online application form available on our website www.ffc.ac.uk

**Fairfield Farm Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities**