

Job Description

Job Title:	Practical Instructor - Equine
Department:	Animal and Equine
Reports to:	Curriculum Lead - Equine
Grade:	SO1 29-31
Staff Group:	Curriculum
Job Purpose:	To plan, deliver and assess high-quality, curriculum-aligned sessions as guided by the course leader aimed to develop learners' skills, confidence and industry readiness. The postholder will plan sessions, demonstrate techniques, assess competence, prepare resources, track learner progress, and provide supportive, developmental feedback. They will work closely with the wider delivery team to support learner achievement.

Main Tasks and Responsibilities	
1	Plan, prepare and deliver engaging and effective practical and contextual professional learning sessions with clear links to underpinning theory, as guided by the course leader. Working collaboratively with the course team to meet curriculum, awarding body and industry requirements.
2	Demonstrate safe and correct practical techniques to individuals and groups, supporting learners to develop competence, confidence and employability skills.
3	Assess learners' competence according to awarding-body criteria, keeping accurate records of performance and progress, ensuring all assessment paperwork is completed to support learner achievement.

4	Provide timely, constructive and supportive feedback, ensuring learners understand how to improve and make progress.
5	Prepare and manage teaching resources, equipment, and facilities in collaboration with the technical and teaching teams, ensuring learning environments remain safe, clean and fit for purpose.
6	Promote high standards of health & safety by contributing to risk assessments, reporting incidents or concerns, and modelling professional behaviour.
7	Work collaboratively with lecturers, technicians and wider teams to support curriculum planning, smooth delivery of programmes and learner experience.
8	Represent the college professionally and support activities such as open days, recruitment events, enrichment activities and staff development as required.
9	Engage in ongoing professional development, attend meetings and carry out other duties appropriate to the role as directed.

General Responsibilities	
1	To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures: • Equal Opportunities • Health, Safety & Welfare • Child Protection • Data Protection • Risk Management

2	To undertake any other similar duties of this level as required by the Head of Area and/or the Principal.
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Our Ways of Working at City College Norwich	
Kind and Curious	Treating others how you would like to be treated, and always looking for a positive solution to every problem that arises
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.

Person Specification

Job Title	Practical Instructor - Equine	Location	Easton
Department	Animal and Equine	Grade	SO1 29-31
Reports to	Curriculum Lead - Equine	Post Reference	

Criteria	Essential and Desirable	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training		
1. A BHS Stage 3 Complete or above	E	A
2. English/literacy and maths/numeracy qualifications at Level 2 or equivalent, or a willingness to undertake and achieve within 2 years	E	A
3. Teaching or instructor qualification, or willingness to work towards (e.g., AET/assessor qualification)	D	A
4. Relevant and up to date health and safety qualifications/training (i.e. Health and Safety in the Workplace; Manual Handling; First Aid at Work; Working at Height; Food Safety etc.), or a willingness to undertake and achieve within 2 years	D	A, I
Experience		
1. Previous employment in a similar role within a professional animal environment	E	A, I

2. Knowledge and experience of a range of skills related to the curriculum area as advertised, including husbandry and handling	E	A, I
3. Experience working with a range of species (e.g., companion animals, exotics, livestock)	E	A, I
Skills, Knowledge and Level of Competency		
1. Expert within service specialism, including strong practical animal management skills across multiple species	E	A, I
2. Focused on the provision of excellent services to all customers	E	I
3. A smart worker with the ability to use systems and technology to effectively and efficiently undertake the role	E	A, I
4. Excellent knowledge of animal welfare and husbandry management practice.	E	A, I
5. Solutions provider, focused on outcomes and able to work on own initiative	E	I
6. Innovative approach and proactive style	E	I
7. Able to prepare materials and equipment for practical work	E	A, I
8. Able to maintain appropriate stocks of materials and equipment for practical work	E	A, I
9. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a college	E	A, I
Personal Qualities		
1. A team worker with an adaptable and flexible approach to work	E	A, I

2. Creative, imaginative and entrepreneurial thinker	E	I
3. Persistent and resilient approach to work	E	I
4. Enjoys working collaboratively and seeking collaborative opportunities	E	I
5. Committed to student success and supporting students to fulfil their potential	E	A, I
6. Continuously improving and commitment to own personal and professional development	E	A, I
Other (e.g. constraints)		
1. Requires a full driving licence	D	A