

# Capel Manor College

## 0.4 Practical Instructor for Agriculture and Environmental Conservation

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### Job Description & Person Specification



## **JOB DESCRIPTION & PERSON SPECIFICATION**

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<b>Post</b>	0.4 Practical Instructor for Agriculture and Environmental Conservation
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 4/5 points 15-22
<b>Responsible to</b>	Agriculture and Environmental Conservation Team Leader
<b>Location</b>	Enfield with travel to other campuses as required
<b>Contract</b>	Part-time/ Permanent

#### **Key Responsibilities:**

The key responsibility of the Practical Instructor for Agriculture and Environmental Conservation is to support the teaching staff across all courses within the College's Agriculture and Environmental Conservation programmes, including maintaining practical equipment and providing practical demonstration and technical instruction to students. Practical Instructors provide day to day care for a wide range of farm livestock.

#### **Responsibilities:**

1. Providing demonstrations and technical instruction to students undertaking practical work from entry level to level 3
2. Carrying out practical assessments of students in line with awarding body requirements completing all necessary records
3. Supervising and allocating tasks for college students carrying out practical duties
4. Completing records relating to Agriculture and Environmental Conservation including mandatory legal documentation
5. Reporting any abnormalities or problems to Supervisor/Line Manager as appropriate
6. Ordering Equipment and other consumables as required in consultation with Line Manager. Storage, security and stock control of such consumables
7. Ensuring high standards of Health and safety in all areas and associated Working areas, storage and service areas
8. Ensuring the correct disposal of all waste from the practical activities
9. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times. Responsible for ensuring that the health and safety of students is maintained whilst undertaking practical sessions
10. Liaising with external bodies e.g. vet, RSPCA, Defra Wildlife trusts RSPB etc. as appropriate
11. Liaising internally with other staff as appropriate with regard to activities and co-operating to maintain continuity of care to livestock and college equipment
12. Supervision of students during educational visits. Assisting in overseeing the general welfare of students and to report any matter of concern affecting an individual, or group of students, in the first instance to the Course Manager or Head of School Team Leader
13. Drive college minibuses, or hired vehicles including vans. Carry out maintenance checks on trailers used for transporting arboriculture, agriculture or countryside equipment
14. Assisting the Course Managers/Lecturers in visiting and assessing students' work on work placement and assessing the workplace offered to the student for work experience
15. Undertaking demonstration and technical instruction of students attending Capel Manor on a range of full-time, part-time and short courses in Agriculture Arboriculture and wildlife conservation at the direction of the Head of School or Team leader. This would include instructing to LANTRA/NPTC standards
16. Ensuring in liaison with other staff as appropriate the adequate security of machinery, tools and equipment at all times. Maintain the appropriate monitoring system for all tools loaned to students on practical and project sessions. This to include the safe return of all equipment to the store in a clean and satisfactory condition and reporting broken or non-functioning equipment in need of repair to the Head of School or Team Leader and other Practical Instructors
17. Locate new practical work sites
18. Organising the provision of all equipment required for practical in Arboriculture Agriculture and Environmental conservation and maintaining equipment to best standards (PUWER)
19. Any other reasonable duties of a comparable nature as required by the Line Manager

#### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 3 qualification or higher in a related land based discipline e.g. City & Guilds or BTEC Diploma/Extended Diploma
- Willingness to work towards a DET Teaching qualification
- Evidence of continuous professional development

### **Experience**

- Experience of caring for a livestock, working in Environmental Conservation and or Agriculture
- Experience of working with learners or the public, demonstrating good principles of "Customer Focus and Care"
- Experience of training animals
- Experience of presenting livestock demonstrations and interactive sessions

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels. To be enthusiastic and motivated
- Good interpersonal/ communication skills
- Ability to instruct and assess practical skills in Environmental Conservation & Agriculture
- Knowledge of correct Health and Safety of associated areas
- Awareness of Health and Safety issues with regard to own duties and the Farm
- To follow rotas and working routines carefully and conscientiously
- To keep accurate records, manual or computerised
- To work effectively unsupervised as well as part of a team
- Experience of working with learners in an educational environment
- Strong commitment to the care and welfare of the College's Farm stock

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required