

Capel Manor College

Team Leader and HE Programme Manager in Animal Management

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Team Leader & HE Programme Manager in Animal Management
Scale	Lecturing
Grade	Points 27-37
Responsible to	Head of Animal Management
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The post holder will be required to support, manage and develop the curriculum area within the parameters set by the Director of Studies. They will work collaboratively and innovatively with staff to ensure a culture of self-assessment and continuous improvement. They will promote high standards of teaching and learning within the area, producing high standards of student achievement, progression and value added. They will promote high standards of animal welfare using innovative and current behaviour and training techniques. They will act as Lead Internal Verifier at the Enfield campus and to ensure all quality Assurance procedures are fully complied with. Team Leaders are also required to undertake teaching activities in the curriculum area ensuring a high quality of provision in response to student and employer/industry needs and promote new ways of teaching.

1. Manage and develop the Higher Education and Access to Higher Education Animal Management Curriculum at the Enfield campus and contribute to all campuses as required. Ensuring programmes run smoothly with well-planned co-ordination between delivery staff, verifiers, employers and students. Ensuring all relevant paperwork/records are completed from registration and sign ups of students through to tracking of achievement and claiming of results. This will involve:
 - Directing lecturers to ensure a consistent approach is adopted with regard to the delivery of the programmes.
 - Line Management of lecturers at the Enfield Campus.
 - Work with staff within the School of Animal Management & Saddlery to ensure that there are adequate resources available for the teaching of the programmes.
 - Co-ordination and planning of course delivery at the Enfield campus to be in line with the relevant curricula and the other campuses.
2. Support the Animal Collections Manager which may involve but not be limited to:
 - Liaising with external bodies developing and maintaining links with other collections and organisations.
 - Overseeing and assisting with the completion of movement licenses, Zoo licenses and updating ZIMS.
 - Improving the welfare of the animals and husbandry standards across campuses.
3. Teach on courses for at least 654.5 hours per academic year and act as a course manager as agreed with the Curriculum Leader.
4. Manage delegated Higher Education budgets in accordance with college policies and procedures.
5. Ensure the delivery of the College Tutorial policy and report on its effectiveness.
6. Supervise and manage all staff and self in the specific area ensuring compliance with relevant college procedures (including Health & Safety and Equality & Diversity).
7. Set SMART targets for all staff to ensure effective performance management, monitor performance against these targets and take appropriate action to ensure both recognition and action is given/taken as required.
8. Monitor and formally review the curriculum, to ensure its delivery, including coordination and review of the end of course reviews of on-programme reviews and to make recommendations for change.

9. Provide course leadership of programme(s), in accordance with requirements and in agreement with the Director of Studies.
10. Guide course team on curriculum design, planning and delivery to ensure good practice is shared and the quality of learning experience is inspiring and consistent across all programmes.
11. Act as Lead Internal verifier for a range of provisions and to monitor and report on internal verification.
12. Ensure all Quality Assurance procedures are fully complied with, including the School SAR, Course Reviews, assessment and verification.
13. Ensure effective liaison with marketing and admission teams in order to plan to incrementally increase the number of school leaver and adult learners, in line with College strategic priorities.
14. Develop formal and informal links with industry and to ensure curriculum development is industry led.
15. Plan, prepare and give feedback on student work, monitor progress towards individual targets, keep records and provide timely reports/reviews to students, training suppliers, employers, parents, and College Managers as appropriate.
16. Work closely with colleagues within the school and across college to respond to the needs of students and ensure equality and diversity is promoted at every opportunity.
17. Lead curriculum development with regard to the principles of inclusive learning including Individual learning styles.
18. Contribute to the teaching/learning resources for the relevant subject/course.
19. Maintain an up-to-date knowledge of developments in the relevant subjects/courses.
20. Liaise with the appropriate departments at the partner institution and College teams regarding resources for the Access to Higher Education and Higher Education students.
21. Hold regular training and standardisation meetings with the Access to Higher Education and Higher Education team, regarding relevant matters and follow up with agreed actions.
22. Manage delegated Higher Education budgets in accordance with college policies and procedures.
23. Develop new courses when appropriate, producing required materials, such as programme proposals, concept notes, programme specifications and business plans, required for the validation of programmes, and amend following partner institution feedback.
24. Attend and contribute to relevant college meetings, including Enrolment, Open events, Employer Events, Parents' Evenings and Awards Evenings as appropriate.
25. Advise and assist the Animal Team Leaders and team members in all matters related to the delivery of subject specialisms ensuring effective use of teacher observations and learner feedback in appraisals and when setting challenging performance targets for individuals and course teams.
26. Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the School.
27. Participate in the College's Lesson Observation Scheme. Act as Teaching Observer when required.
28. Perform any other duties consistent with the role and/or reasonably required by Vice Principal and/or a member of the Senior Leadership Team.

Additional Management Responsibilities specific to the Team-Leader role

1. Line management of designated staff, including appraisal, performance, conduct, development, recruitment and absence management, in accordance with College policies and procedures

2. Contributing to management of delegated budgets in accordance with College policies and procedures
3. Supporting curriculum planning, development and support within the School.
4. Collecting, collating and analysing statistical data from a variety of sources to meet Funding and College requirements.
5. Participating in management decision making for the School where required.
6. Undertaking any other duties and responsibilities of a similar nature as required.

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
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period)
- HND, degree or similar in a science or animal related discipline
- Assessor awards would be beneficial
- Animal behaviour or training qualifications
- Evidence of continuous professional development

Experience

- A background in the animal care industry, together with the commitment to put animals' needs first
- A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision
- Experience of management in a pressurised and demanding role
- Experience of Further Education curriculum delivery planning and administration
- Working knowledge of the curriculum specialisms offered in the section and by the College
- Sound experience of teaching and assessing in a college or training environment
- A clear understanding of Zoo license requirements
- Proven ability to recognise behaviour concerns and train a range of animals to help with husbandry requirements
- Previous use of ZIMS

Skills, Abilities and Knowledge

- Flexibility, responsiveness, commitment to the area of work, time management skills which demonstrate the ability to work to deadlines
- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- Skilled in liaison and negotiation with others
- An enthusiasm to devise and deliver programmes which attract students into Animal Management
- Ability to promote and build the section's programme, facilities and animal collection
- Well organised and able to manage and organise others effectively
- Active interest in use of ILT to improve access to learning
- Ability to problem solve, work on own initiative and make decisions within agreed strategic guidelines
- Up to date knowledge of teaching and learning, managing challenging learner behaviour and motivating students
- Proven experience of motivating and organising self and others
- Experience of planning/managing the husbandry of a variety of animal species
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team

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