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**JOB DESCRIPTION**

**Job Title: Equine Head Riding Coach**

**Grade: Scale 6 - 7**

**Responsible to: Head of Faculty – Sport and Equine**

**Introduction**

**The College’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

**Main Duties and Responsibilities:**

* 1. To have responsibility for day-to-day operation of riding provision and planning of the overall riding programme to fit within the City and Guilds assessment framework.
	2. To ensure that all students are progressing within their courses by implementing an effective assessment schedule throughout the academic year.
	3. To liaise with the Equine Centre Manager with regards to horse allocation and rider group levels on a daily and termly basis.
	4. To assist in the completion of learner reports following college policy.
	5. To assist with ensuring attendance records of all learners are completed according to college policy.
	6. To assist with the recruitment of learners according to college policy and to work with academic staff to ensure learners are recruited to the appropriate programme of education.
	7. To be responsible for supervising learners in the equine centre.
	8. To teach and assess a range of Equitation/Husbandry subjects to both full and part time students.
	9. To manage student behaviour appropriately and to provide advice and guidance to students on the full range of horse related matters.
	10. To liaise with the CL, Equine Centre Manager in equine related meetings, then relay and implement the information with the coaching team.
	11. To utilise time outside of coaching sessions to share best practice with coaching team, to encourage and develop the coaches in their areas of strengths and weaknesses.
	12. To organise, enable and ensure all learners achieve a BHS qualification during their time at Sparsholt.
	13. To be responsible for aspects of administration, organisation, supervision of any particular areas as required by the line manager.
	14. To liaise with partner schools, FE colleges and outside agencies/organisations. Take part in marketing activities as required (e.g. Course Information events).
	15. To undertake such other duties as reasonably fall within the purview of this post.

# Administration

1. Ensure compliance with, and implementation of, all College policies and procedures with particular reference, but not exclusively, to Equality and Diversity, Health and Safety and Safeguarding Legislation, Driving of College Vehicles and Hazardous Pursuits policy.
2. To support the Equine Centre Manager to ensure that learner recruitment, retention, attendance, progression, achievement and success are effectively managed and monitored and that appropriate records are kept.
3. To undertake administrative tasks as required including the completion of registers, setting of assessment dates and provision of accurate and timely reports as required.
4. Participate in College groups,course team meetings, course reviews and other activities when required.
5. To respect the confidentiality of all matters relating to students and other members of staff. The post holder must be aware and comply with the requirements of the Data Protection Act and the college’s policy and procedures relating to Data Protection.

**Health and Safety**

1. To observe good working practices, comply with and promote College Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others
2. Prepare risk assessments and assist in the induction of staff and students in the safe use of facilities, tools and equipment.
3. Ensure the learning areas meet all relevant legislative requirements, including carrying out risk assessment where necessary. Work with Equine Centre Manager to ensure College Health and Safety systems and procedures are in place.
4. Maintain safety standards in accordance with the Law and College’s Health & Safety Policy and to act as a First Aider including responsibility for maintaining first aid equipment.

**Other**

1. To engage in training and continuous professional development as required. To comply with all requirements of the IFL pertaining to the undertaking, recording and submission of returns in respect of CPD.
2. To achieve a Level 3 or Level 5 Diploma in Education and Teaching via Sparsholt College.
3. To attend and support College open days/evenings and events as required.
4. Travelling and working away from normal base as may be required from time to time.
5. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Equine Centre Manager.

Date Job Description prepared:

Agreed by Job Holder: Date:

Approved by Manager: Date:

Approved by SLT Member: Date:

***Notes;***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved a member of the Strategic Leadership Team.***

# Person specification/Competency Profile

**Riding Head Coach**

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|  | **Essential**  | **Desirable** |
| **Qualifications** | GCSE level minimum grades C (4) in English and Maths Minimum BHS Stage 3 Coaching | D1 minibus drivingBHS II / Stage 4 Senior CoachFirst Aid qualificationSafeguarding qualification |
| **Experience/****Achievement/****Knowledge** | Experience of coaching at a range of levels.BHS and relevant Industry experience.Full driving licence.Competent in Microsoft Office. | Experience of working in the education sectorExperience of co-ordinating a team of coachesBehaviour Management |
| **Personal Qualities** | Ability to communicate with a broad range of students, riders, lecturers, coaches and other college staff.To work as a member of a team or as an individual when required.To be organised and show attention to detailTo be able to work from written/verbal instructions.To be able to undertake the physical elements of a demanding role in all weathers. | Presentation skillsTo be adaptable and versatile. |