

The Royal Alexandra and Albert School

Equestrian Instructor Job Description



Job Title: Equestrian Instructor

Reporting to: Stables Manager

Responsible for:

All matters relating to the duty of care of all participants taking part in the respective activity.

Duties:

- To be responsible to and liaise with the Stables Manager for the care, welfare and behaviour of pupils taking part in the relevant activity. You are required to maintain good order and discipline among the students and safeguard their health and safety. Students must not be left unattended without adequate supervision. To follow RAAS guidelines with regards behaviour management and report issues to be followed up accordingly.
- To enable each pupil to receive the support needed to achieve his/her full potential whilst participating in the activity.
- To take a register at the beginning of each scheduled activity and return completed registers to the Stables Manager, to ensure that we can account for all students.
- To escort students to the fire assembly point if the bell goes off during a session and take a register – informing the Senior Member of staff of any students who are not accounted for.
- To work as part of the co-curricular team within the school where relevant. To complete in house or external training as required such as Child Protection (all Instructors) and Food Handling (Cookery Club Instructors and Learning Coaches).
- To keep such records as required by the School.
- To be responsible for Health and Safety procedures and regulations within the Activity. To report any action needed in relation to the inspection & maintenance of major equipment to maintenance or Stables Manager.
- To provide a safe environment by increasing awareness of the precautions needed to minimise injury or harm (e.g. warm up and cool down).
- To provide a full risk assessment for the relevant activity.
- To adhere to school security. RAAS ID badges should be worn at all times on site except whilst riding. Lock up venues when you have finished or when you leave the room.
- To complete any training as required by Professional Bodies and to update the Stables Manager of this as and when necessary.
- To complete monthly time sheets and provide receipts for any equipment purchased on behalf of the school and with prior approval.



Ambition



Courage



Integrity



Respect

- To return all RAAS equipment and keys at the end of your term of service.

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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