

Job Description

Post:	Yard Supervisor
Salary Grade:	Band 7
Responsible to:	Head of Department

Key Purpose:

1	To provide support and guidance to learners in the vocational area of Equine.
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Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	Providing sufficient horses as required by the riding list.
b	Ensuring all necessary tack is available in the right quantity and condition for student use
c	Providing support and guidance to students to enable them to be prepared and punctual for lessons
d	Becoming acquainted with each student so that appropriate individual help and support provided to enable them to acquire the appropriate skills needed to assist on a busy stable yard
e	Liaising with teaching staff as required on matters affecting student progress
f	To actively support Curriculum development by making suggestions or by providing feedback, suggestions or ideas
g	Observing students work on a continuing basis and assisting teaching staff in determining assessment grades

h	Checking regularly the standard of students' work on the table yard and feeding back on this teaching
i	Attending staff meetings as and when required
j	Actively contributing towards the implementation of safety policy in the stable yard by ensuring all equipment is safe and fit for purpose and the students conform to all safety procedures
	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification - Yard Supervisor

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>	
Qualification	1	British Horse Society Assistant Instructor Qualification	Certificate	a Supervisory Qualification	Certificate
	2	Literacy Level 2	Certificate		
	3	Numeracy Level 2	Certificate		
	4	IT Level 2	Certificate		
Professional Development	5	Evidence of ongoing professional development	Application		
Experience				b Supervisory Experience	Application
Skills/Qualities	6	Excellent interpersonal, communication and organisational skills.	Application/ Interview		
	7	Ability co-ordinate and motivate staff	Application/ Interview		
	8	Good negotiating skills	Application/ Interview		
	9	Ability to work on own initiative	Application/ Interview		
	10	High level communication skills – oral, written and IT	Application/ Interview		
	11	Excellent organisational skills	Application/ Interview		
	12	Good interpersonal skills	Application/ Interview		
	13	Able to keep calm in difficult situations	Application/ Interview		
	14	Able to work effectively and efficiently	Application/ Interview		
	15	Ability to build good relationships with students, staff and suppliers	Application/ Interview		

	16 Flexible approach to work	Application/ Interview		
Other	17 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	18 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application/ Interview		
	19 DBS Check acceptable to college will be undertaken for successful applicant	Appointment		