

# Capel Manor College

## Practical Instructor in Animal Management

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Practical Instructor in Animal Management
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Points 15-22
<b>Responsible to</b>	Team Leader in Animal Management
<b>Location</b>	Mottingham
<b>Contract</b>	Full-time, Permanent

### Key Responsibilities:

The key responsibility of the Practical Instructor in Animal Management is to help with supporting and resourcing the teaching staff across all courses within the College's Animal Care programmes including maintaining practical equipment and providing practical demonstration and technical instruction to students in a wide range of animal care subjects. They will provide demonstrations and technical instruction to students undertaking practical animal care from Entry Level to Level 3 and Higher Education and carry out practical assessments of students in line with awarding body requirements completing all necessary records.

### Responsibilities:

1. Providing the day-to-day routine care of the College's animal stock to include cleaning out of accommodation, provision of feed, water, bedding, nesting material, and daily health checks. Supporting and resourcing the teaching of animal care including maintaining practical facilities
2. Maintain up-to-date schemes of work and lesson plans for each course, liaising with animal care Lecturers as to student progress and with regard to schemes of work and assessment criteria
3. Liaising with members of the teaching staff to co-ordinate demonstration sessions and ensure the smooth transition between classroom studies and practical sessions
4. Assisting with the supervision of students allocated to practical projects and provision of technical assistance and advice as required when carrying out practical sessions
5. 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. Includes undertaking and recording risk assessment
6. Completing records relating to routine animal care, reporting any abnormalities or problems to Supervisor/Line Manager as appropriate
7. Organising the provision of all equipment required for practical's in animal care. Ordering feed, bedding and other consumables as required in consultation with Line Manager. Storage, security and stock control of such consumables
8. Ensuring high standards of hygiene and cleanliness in all animal areas and associated storage and service areas. Ensuring the correct disposal of all waste from the animal areas
9. The exercising, training and handling of animal stock as appropriate and as required
10. Utilising College facilities to develop projects and learning opportunities while maintaining animal enclosures and implementing new enclosure designs
11. Maintain general gardening duties within animal areas and liaise with members of the gardening and horticultural team to ensure that the areas are kept at a professional standard
12. 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
13. Liaising with external bodies e.g. vet, RSPCA, Defra etc. as appropriate
14. Liaising internally with other staff as appropriate with regard to animal activities and co-operating to maintain continuity of care during weekends and holidays
15. 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
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period)
- Level 3 qualification or higher in an animal care discipline e.g. City & Guilds or BTEC Diploma / Extended Diploma
- Evidence of continuous professional development
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### Experience

- Experience of caring for a range of small and large mammals, rodents, exotic animals, birds and farm stock on a day-to-day basis
- Experience of working with learners or the public, demonstrating good principles of Customer Focus and Care is advantageous
- Experience of training animals and experience with primates, exotic reptiles and mammals would be desirable

### Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Experience of working with learners in an educational environment
- The ability to communicate effectively orally and in writing
- Ability to instruct and assess practical skills in Animal Management and Care
- Knowledge of correct hygiene and cleaning procedures for Animal Unit and associated areas
- Awareness of Health and Safety issues with regard to own duties and the Animal Unit
- To follow rotas and working routines carefully and conscientiously

### 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