

**JOB DESCRIPTION**

**JOB TITLE:** Lecturer in Equine Sport Science and Coaching (Higher Education)

**DEPARTMENT:** Higher Education

**OVERALL PURPOSE OF JOB:**

To make a significant contribution to teaching and learning in the Curriculum Area as a Higher Education Lecturer in Equine Sport Science and Coaching. To ensure full compliance with all college policies and procedures within designated areas of responsibility. The post-holder will join a driven team and contribute to recruitment, continuation and achievement of student's to the college's HE provision.

Bishop Burton College includes the Riseholme College campus and the postholder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

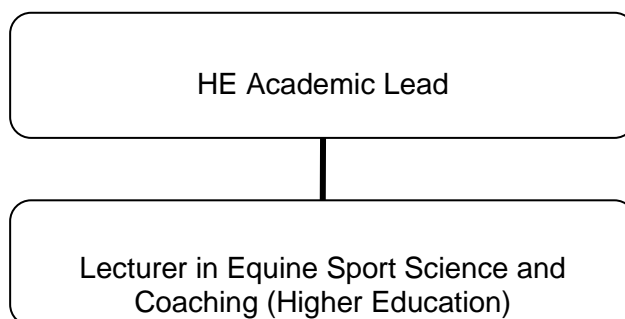
**MAIN DUTIES & RESPONSIBILITIES:**

1. To assure the quality of the student learning experience by effective delivery of formal scheduled teaching and tutorials paying due regard to learner progression towards successful completion.
2. To undertake the role of Programme Leader/Group Tutor as appropriate, working effectively within teams responsible for devising, reviewing and maintaining effective management of learning programmes.
3. To provide regular assessment, progress reporting, marking of examinations and management/supervision of learner educational visit programmes.
4. To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and student progress.
5. Manage and maintain student morale and discipline working closely with college managers to assure an appropriate learning environment.
6. To keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements relevant to the areas of teaching and competence.
7. Contribute to Quality Assurance processes in college, including Annual Programme Review and Self-assessment.
8. Take an active role in college marketing activities including advice and guidance of students, and attendance at promotional events.
9. To develop existing and initiate new curriculum development with college managers/course teams and to undertake research and other forms of scholarly activity as required.
10. To embrace new learning technologies/ ILT and implement the same within own teaching.
11. In conjunction with college managers set and monitor targets in relation to recruitment, enrolment, retention, achievement, attendance and other teaching and learning outcomes. Ensure appropriate monitoring arrangements are in place for tracking progress of students.

12. Ensure course and other curriculum quality files are maintained to include module handbooks and assessments, course reviews, action plans and tracking documents.
13. Establish effective contact with students, employers, validating bodies, external verifiers/examiners.
14. Contribute to a sensitive and supportive approach to equality and diversity.
15. Take part in all staff College events such as Lambing Sunday and Open Farm Sunday

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

## POSITION IN COLLEGE



## PERSON SPECIFICATION

|   | Essential  | Desirable                            | Method of Assessment     |
|---|--|--------------------------------------|--------------------------|
| <b>Qualifications / Training</b>  |  |                                      |                          |
| <ul style="list-style-type: none"> <li>Educated to Degree level or equivalent within a related discipline (e.g. Equine)</li> <li>Masters' Degree or equivalent within a related discipline (E.g. Sports Coaching)</li> <li>BHSAI or equivalent qualification</li> <li>BHSAII or equivalent qualification</li> <li>English &amp; Maths at Level 2 or above, or willingness to obtain</li> <li>Teaching qualification or willingness to obtain</li> <li>Level 5 Teaching qualification</li> <li>Evidence of continuous professional development</li> <li>First Aid at Work</li> </ul> | ✓<br><br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓ | <br><br>✓<br><br>✓<br><br>✓<br><br>✓ | Application Interview    |
| <b>Experience</b>   |  |                                      |                          |
| <ul style="list-style-type: none"> <li>Recent industry experience in Equine Coaching and Sport Science</li> <li>Minimum of 1 years' experience of teaching within this subject area</li> <li>Successful curriculum development or innovation</li> </ul>   | ✓<br>✓   | <br>✓                                | Application Certificates |
| <b>Skills / Special Knowledge</b>   |  |                                      |                          |
| <ul style="list-style-type: none"> <li>Child Protection Issues</li> <li>Able to form and maintain appropriate relationships and personal boundaries with young people</li> <li>Research methods</li> <li>Sales and Marketing</li> <li>Ability to work independently or as part of a team</li> </ul>   | <br>✓<br><br>✓<br><br>✓                            | ✓<br><br><br>✓                       | Interview<br>References  |
| <b>Disposition</b>  |  |                                      |                          |
| <ul style="list-style-type: none"> <li>'Can do' attitude</li> <li>High levels of enthusiasm, intelligence and discernment</li> <li>Good judgement</li> <li>Professionalism</li> <li>Flexible</li> <li>Innovative</li> </ul>   | ✓<br><br>✓<br>✓<br>✓<br>✓<br>✓                     |                                      | Interview<br>References  |

|  |                       |   |  |
|--|-----------------------|---|--|
| <ul style="list-style-type: none"> <li>• Independent</li> <li>• Enthusiastic</li> <li>• Strong commitment to delivering and developing high quality teaching within these subject areas</li> <li>• Motivation to work with young people</li> <li>• Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline</li> </ul> | ✓<br>✓<br>✓<br>✓<br>✓ |   |  |
| <b>Other</b>   |                       |   |  |
| <ul style="list-style-type: none"> <li>• Current Driving licence</li> <li>• Minibus Driver</li> <li>• Fit for the duties of the post</li> <li>• DBS check carried out on appointment</li> </ul>  | ✓<br><br>✓<br>✓       | ✓ | Medical Report<br><br>DBS application made by College for successful candidate |
| <b>Special Interests</b>   |                       |   |  |
| <ul style="list-style-type: none"> <li>• A commitment to equality and diversity</li> <li>• Knowledge or experience of other curriculum areas within the college portfolio</li> </ul>   | ✓                     | ✓ | Interview  |