**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Farriery Placement Officer 0.4 | Veterinary Nursing and Farriery |
| **SALARY** | **BENEFITS** |
| £23,318 - £31,536 per annum relating to qualifications and experience, this is the full time equivalent salary based on a 37 hour week. The actual salary will be pro rata. | Teachers’ Pension Scheme  32 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year  at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Area – Veterinary Nursing and Farriery  Assistant Head of Farriery | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES** | |
| Organise and undertake workplace visits to apprentice farriers between their college blocks – minimum of 1 between each block (via Teams where possible / appropriate).  Carry out and record annual Health and Safety inspections of Employers’ premises in line with College and professional regulatory body policies / to the required standards. These visits must be in person.  Monitor and record all elements of learners’ theory and practical progress, both in College and in the workplace. Ensure progress reviews are completed on OneFile every 8 – 12 weeks for every apprentice to meet the apprenticeship funding rules and regulations.  Be contactable, flexibly, to provide information, advice and guidance to both Employers and Apprentices via telephone, email and other technologies.  Support both Employers and Apprentices in relation to safeguarding issues, signposting them to internal and external support persons / organisations as required.  Have a sound working knowledge of current training programme and support apprentices with additional theory / practical training in the workplace as required/requested on visits. | |
| 1. **DUTIES** | |
| * Plan 1 workplace visit (in person or via Teams) for approximately halfway between a group’s College block attendance to check progress towards their action plans (although between block 4 and 5 two visits are required as it is a nine-month gap between blocks). Make sure both students and workplace meet Myerscough College / regulatory body standards and are compliant with ESFA funding rules for apprenticeships. * Travel to a range of workplace throughout the United Kingdom including the Isle of Man, Northern Island and Channel Islands as required. * Undertake and complete Health and Safety forms, MT92, Standard 10 and Progress Reviews (on OneFile) as per College policies and procedures; progress reviews every 8 – 12 weeks. * Conduct workplace inductions for new apprentices and their employers. * Monitor learner progress both in the workplace and college, mark and sign off coursework in a timely manner. * Work with employers, apprentices and college tutors to develop / enhance learner progression, which may involve hands on practical demonstration and reinforcement of theoretical course content. * Record and file all relevant Farriery apprenticeship / College quality assurance documentation as per College policies and procedures. * Assist in the induction process of new apprentices during Block 1. * Active participation in the recruitment of new employers and apprentices to the College. * Attendance at careers open mornings / student interviews / tours and ATF training days. * Participate in staff reviews and development in line with department and College needs. * Participate in standardisation and curriculum development. | |
| * To promote College sustainability policies and strategies by personal commitment and lead by example. * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. * You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. | |
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. | |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. | |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Good attendance at work record (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Qualified Farrier on the FRC register (A)  GCSE, or equivalent, English and maths at Grade C (A)  Competent in ICT (A/I) | Degree or equivalent qualification in related subject (A)  Postgraduate qualification (A)  Coaching qualification (A)  Membership of a professional body (A)  Links with employers/industry (A/I)  Teaching and assessment experience (A/I)  Teaching qualification e.g. PET / PGCE / Cert Ed (A)  Quality assurance qualification (A) |
| ***General Intelligence*** | |
| Appropriate to professional (A/I)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I) |  |
| ***Special Aptitudes*** | |
| Awareness of developments in teaching and learning (A/I/P)  Leadership and excellent communication skills and the ability to motivate learners and a team (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate they are an inspirational role model for all stakeholders e.g. staff, students, employers (A/I) | Experience of coaching / mentoring staff & delivering CPD (A/I)  External verification / examination roles / development of curricula (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I)  Evidence of continued professional development (A)  Empathy with education and a learner centred approach to teaching, learning and assessment (A/I) | Empathy with education |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| Farriery Placement Officer | Veterinary Nursing & Farriery |
| **SALARY** | HOURS OF WORK |
| £23,318 - £31,536 per annum relating to qualifications and experience, this is the full time equivalent salary based on a 37 hour week. The actual salary will be pro rata. | 14.8 Hours Per Week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days to include up to 5 days to be taken between Christmas and New Year | Teachers’ Pension SchemeUp to £29,187.99 pa 7.4% Employee£29,188 - £39,290.99 pa 8.6% Employee£39,291 - £46,586.99 pa 9.6% Employee£46,587 - £61,742.99 pa 10.2% Employee£61,743 - £84,193.99 pa 11.3% Employee£84,194and above pa 11.7% Employee23.68% Employer You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance as per Learning Area Standards.  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College   Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |