**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Instructor in Animal Studies (Maternity Cover) | Animal Studies |
| **SALARY** | **BENEFITS** |
| £21,012 - £23,317 per annum,  relating to qualifications and experience | Local Government Pension Scheme  26 days annual leave rising to 31 days pro rata on 01/08/2023 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 Animal Studies  Assistant Heads Animal Studies FE/ HE | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES** | |
| **1 Undertake practical teaching delivery and assessment to enable learners to succeed.**  **2 Prepare and maintain resources to expected standards.**  **3 Support safe and effective utilisation of internal and external specialist resources.**  **4 Participate in College promotional events.**  **5 Attend meetings as identified by Line Manager.**  **6 Undertake continuing professional development in order to meet College and learning area objectives.**  **7 Meet College standards.** | |
| 1. **DUTIES** | |
| **1 Undertake practical teaching delivery and assessment to enable learners to succeed**   * Demonstrate practical skills complying with expected standards and prepared scheme of work to develop learner competence. * Assess learner practical ability to determine achievement of assessment criteria linked to practical skills demonstrated. * Writing up student observation forms related to practical assessments * Maintain assessment tracking records in required time frames. | |
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| **2 Prepare and maintain resources to expected standards**   * Ensure sufficient and appropriate resources are prepared with timeliness for identified learning sessions. * Ensure resources are maintained to expected standards in order to be safe and fit for purpose for learning and assessment and College promotional events. * Provide support for out of hours maintenance. | |
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| **3 Support safe and effective utilisation of internal and external specialist resources.**   * Assess practical skills and provide appropriate feedback on assessment as required by awarding bodies * Support and develop learners using College resources for work experience/skills. * Undertake Risk Assessments prior to learner visits to industry. | |
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| 1. **Participate in College promotional events**  * Undertake tours of specialist resources with visitors involved with IAG or other events. * Showcase College learning area resources for College promotional events ie College Open day. * Ensure learning area resources are presented to expected standards. | |
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| **5 Attend meetings as identified by Line Manager**   * Contribute to learning area and course team meetings. * Attend staff performance management meetings. * Attend College meetings as directed by Line Manager. | |
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| **6 Undertake continuing professional development in order to meet College and learning area objectives**   * Attend College CPD as directed by Line Manager, CPD or HR. * Undertake technical updating to ensure current industry standards are embedded in working practices. | |
| **7 Meet College standards**   * 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. | |
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| 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.   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. | |
| 1. **KEY TASKS AND RESPONSBILITIES** **SPECIFIC TO LEARNING AREA** | |
| 1 Maintain expected standards of animal welfare.  2 Implement specific Codes of Practice required to maintain industry standards under the direction of Line Manager.  3 Support Income Generation Activities. | |
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| 1. **DUTIES** | |
| Set, promote and maintain high standards of care, health & welfare for all the animals on the Animal Studies Centre and report as required to Unit Manager or Head of Animal studies in the case of concerns. | |

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| Set, promote and maintain welfare standards according to and in compliance with relevant animal welfare legislation AWA 2006, DEFRA and relevant Codes of Practice.  Contribute to accurate maintenance of animal health records.  Contribute to course team meetings and learning area meetings as required.  To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Assist on the Animal unit and at Lodge Farm Animal Studies during all holiday periods and to support cover for staff absences which may include weekends  To drive college minibus for student visits as required. |
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**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*** | |
| Level 3 FE qualification – Diploma in Animal Management (A) following completion of 2-year course of study at Merit / Distinction grade eg C & G , BTec  Some animal management experience post-qualification working with animal collections relating to either companion or zoo animal or exotic animal or farm livestock(A/I/P/T)  OR  Significant industry experience / time worked within animal collections in the sector relating to a range of species eg. companion or zoo or exotic animal or farm livestock(A/I/P/T)  GCSE English and Maths at Grade C /4 or above (or equivalent) (A)  Preparatory Certificate in Education and Training (formally PTLLS) or Assessor Training Assessment Quality Assurance (TAQA) qualifications, or be willing to undertake within agreed time period (A/I) | Foundation degree Animal Health / Management / Welfare (A/I)  Teaching Qualification (A/I)  First Aid Certificate (A)  Assessor Qualification (A)  H&S Award |
| ***General Intelligence*** | |
| Enthusiastic and self-motivated (A/I) |  |
| ***Special Aptitudes*** | |
| Desire to demonstrate good practice and high standards within sector (A/I) |  |
| ***Interests*** | |
| Continued professional development within sector (A/I)  Interest in animal related topics (A/I)  Interest in the work of students (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (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 (I)  Weekend and Bank holiday rota where applicable (I)  External work placement visits (I)  Evenings as required – careers/conventions (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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| **JOB TITLE** | **AREA OF WORK** |
| Instructor in Animal Studies (Maternity Cover) | Animal Studies |
| **SALARY** | HOURS OF WORK |
| £21,012 - £23,317 per annum  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days annual leave rising to 31 days pro rata on 01/08/2023 to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2023) (based on actual NOT FTE)  Contribution rate %  Up to £16,500 5.5%  £16,501 to £25,900 5.8%  £25,901 to £42,100 6.5%  £42,101 to £53,300 6.8%  £53,301 to £74,700 8.5%  £74,701 to £105,900 9.9%  £105,901 to £124,800 10.5%  £124,801 to £187,200 11.4%  £187,201 or more 12.5%  19.5% Employer  You will automatically become a member of the LGPS |
| 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 and 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). | |

**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 | |