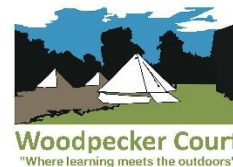


# Maternity cover – Level 3 Animal management tutor

## Job Description



<b>Post:</b>	Maternity cover – Level 3 animal management tutor
<b>Location:</b>	Woodpecker Court, Wigmore Lane, Eythorne, Kent, CT15 4BF
<b>Responsible To:</b>	Curriculum Lead
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• Fulfil the professional responsibilities of a tutor, as set out in the School Teachers' Pay and Conditions document. Meet the expectations set out in the Teachers' Standards</li><li>• To ensure the smooth and effective operation of the land based and animal care qualifications.</li></ul>

## Duties and Responsibilities

### Level 3 Animal Management Tutor

#### Teaching

- Plan and teach well-structured sessions for Level 3 Animal Management (2<sup>nd</sup> year) and Level 2 Animal Care to assigned groups, following the provision's plans, curriculum, and schemes of work
- Plan and coordinate work experience placements for Level 2 and Level 3 students in line with the industry placement coordinator
- Assess, monitor, record and report on the learning needs, progress, and achievements of assigned students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations that inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing students for both internal and external assessments
- Demonstrate best practice in Animal Care and use engaging strategies to boost classroom engagement in delivery.
- Show knowledge of whole subject /curriculum, including latest requirements and developments
- Lead by example, with highest professional and personal standards, and classroom management
- Offer statistic and practical support to classroom staff within the subject

#### Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership in their area
- Lead, manage and develop their area, and provide guidance for other staff, including training, support, and advice to improve provision practices
- Improve standards within their area across the provision, with demonstrable changes for students outside of their own classroom or group of students
- Provide subject leadership, showing up-to-date knowledge of sector trends and developments
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the head of teaching and learning or others as required
- Provide line management for staff within your department/subject, providing feedback and additional support as needed
- Be the voice for your department/subject, ensuring classroom staff experiences and opinions are represented within the provision, including dealing with any issues on a day-to-day basis

## Other areas of responsibility

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary, adhering to data protection policies.
- Promote the safeguarding of all students in the provision

## **Whole-provision support, strategy and development**

- Contribute positively to the overarching ethos, work and aims and wider life of the provision including the development, implementation and evaluation of the provision's policies, practices and procedures where appropriate.
- Be aware of and comply with policies and procedures relating to safeguarding, confidentiality, and data protection, reporting all concerns as per company policy and to an appropriate person.
- Have high expectations for all students and the belief in bringing out the best in all
- Be aware of and support difference and ensure that all students have access to opportunities to learn and develop promoting a commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Contribute to the Woodpecker Court community as required by attending all relevant meetings including morning and afternoon briefings, full staff meetings, parent's evenings, marketing events, courses and discussions both internal and external to the provision as directed, reporting back as appropriate.
- Provide cover, in the unforeseen circumstance that another staff member is unavailable
- Plan and prioritise tasks and work under the pressure of a busy inclusive provision.
- Be responsible for the preparation, maintenance, and control of stocks of materials and resources; in line with provision policy.
- Maintain a clean, safe, and tidy learning environment.
- Assist with the supervision of students at break times, lunchtimes (but not as a supervisory assistant) and other activities.
- Accompany tutors and take responsibility for students on visits, trips and out of provision activities as required.
- To supervise students and escort them safely to their designated transport
- Carry out tasks and responsibilities under the direction of your line manager, the SLT or Principal.

## **Communication and working with colleagues and other relevant professionals**

- Communicate effectively and appropriately to students with different abilities and ethnic backgrounds
- Develop effective professional relationships collaborating with colleagues, showing respect and working together as a team.
- Share knowledge and understanding of students to other provision staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute information to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by teachers
- Establish and maintain relationships with parents, carers, and other relevant professionals within and beyond the provision

## **Health and safety**

- Show a duty of care, promoting the safety and wellbeing of students and staff
- Maintain safe working practices showing a duty of care, good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment and taking appropriate action to comply with health and safety requirements at all times.
- This job involves undertaking duties which include the following health, safety and wellbeing considerations:
  - Occasional noisy working environment
  - Working with machinery
  - Working with livestock
  - Working outdoors throughout the year in all weather conditions

## **Personal and professional conduct**

- Uphold public trust in the Provision and maintain high standards of ethics and behaviour, within and outside the provision
- Have proper and professional regard for the ethos, policies, and practices of the provision, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Manage your own emotional wellbeing and resilience.
- Accurately report any concerns, incidents and abnormalities.
- Commit to maintaining confidentiality at all times
- Be productive and show initiative.
- Commitment to always acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the provision
- You will be required to follow the staff code of conduct.
- Be respectful, punctual, reliable, trustworthy and diligent and prepared to work irregular hours, in all weathers.
- Take a pride in their work, showing commitment, loyalty and a willingness to learn, whilst conducting themselves in a

professional manner.

- Model good levels of consistent personal discipline

## Professional development

- Take part in the provision's appraisal procedures
- Where appropriate, take part in the appraisal and professional development of others
- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with provision leaders, and identifying relevant professional development to improve personal effectiveness
- Take part in further training courses, meetings and development that are considered appropriate for the post in order to improve own professional development

## Other

- Travel between sites as and when required in accordance to their job role
- Any other roles as defined by The Principal

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Principal.

## Person Specification

<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Relevant qualification in Animal Care, Agriculture, or related field (Level 4 or above)</li><li>• Evidence of professional development relevant to this role</li></ul>
<b>Experience (desirable but not essential)</b>	<ul style="list-style-type: none"><li>• Experience working in a provision environment or other educational setting</li><li>• Experience working with children / young people with special educational needs (SEN)</li><li>• Experience of supporting in the planning and delivering learning activities</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Excellent technical problem solving skills and a proven ability to adopt a pro-active and self-motivated approach to troubleshooting</li><li>• Experience of supporting a student learning environment, with a student-focused approach and an ability to deliver a high level of support</li><li>• Ability to build effective working relationships with students and adults</li><li>• Skills and expertise in understanding the needs of all students</li><li>• Knowledge of how to help adapt and deliver support to meet individual needs</li><li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students</li><li>• Good literacy and numeracy skills</li><li>• Good organisational skills</li><li>• Excellent verbal communication skills and active listening skills</li><li>• Ability to work as part of a team and to be flexible in their approach to daily routines</li><li>• The ability to remain calm in stressful situations</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Good IT skills, particularly using IT to support learning</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enjoyment of working with young people</li><li>• Sensitivity and understanding, to help build good relationships with students</li><li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the provision</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding student's wellbeing and equality</li><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• Capacity to inspire, motivate and challenge children and young people</li><li>• Awareness of new ideas and openness to develop skills and new ways of working.</li><li>• Use social media responsibly.</li><li>• Be a responsible and trustworthy role model.</li><li>• Know the limits of your own authority, expertise, training, competence and experience.</li><li>• Have patience with young people who find conforming to rules and expectations</li></ul>

	<p>difficult.</p> <ul style="list-style-type: none"> <li>• Have patience and be flexible and innovative with a clear understanding of how young people might behave who find learning new concepts and remembering taught concepts difficult.</li> <li>• Have the ability to work both individually and as part of a diverse team as required, understanding their role and changing priorities when the situation dictates.</li> <li>• Demonstrate good interpersonal and active listening skills.</li> <li>• Know when to ask for advice or guidance.</li> </ul>
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