

## JOB DESCRIPTION

<b>Job Title:</b>	<b>LECTURER ANIMAL STUDIES</b>
<b>Responsible to:</b>	Head of Animal Studies
<b>Functional Liaison with:</b>	Course directors/course teams/
<b>Main Purpose:</b>	To support our thriving Animal Studies subject area by teaching on our Level 1 Diploma in Land-Based Studies, Level 2 Technical Certificate in Animal Care and Level 3 Advanced Technical Extended Diploma in Animal Management study programmes.
<b>Maximum Annual Teaching Hours:</b>	900

### Main Duties and Responsibilities

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

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1. Delivery of a range of animal care and management lectures which may include modules such as: Zoological collections, Wildlife and Ecology, Pet Store Design and Management, Nurising, Business Management, Welfare and Breeding, Behaviour and Handling, Work Experience, Exotics, Feeding and Accommdation, Kennel and Cattery and Health and Husbandry.
2. Developing Schemes of Work, planning innovative lessons and creating classroom resources
3. Formative and summative assessment planning, implementation and providng feedback
4. Participate in course team meetings and professional development opportunities
5. Keeping accurate records of students' progress
6. Active promotion of Character Strengths within lesson delivery
7. Adhere to the Risk Management Policy and notify line manager of any identified risk.
8. Act as mentor to new members of staff and give support to other new team members where appropriate, dependent on experience.
9. Liaise with school, moderators, assessors, industrial bodies and employers as appropriate.
10. Participate and conduct internal verification, liaising with internal and/or external verifiers as appropriate.
11. Carry out general duties attached to the post on the College premises.

12. Teach at any of the Colleges regional centres.
13. Contribute to a sensitive and supportive approach to equality and diversity in liaison with the Vice Principal – Curriculum & Quality.
14. Observe and implement college policies and procedures e.g. Health and Safety, Fire Regulations, Safeguarding, Financial Policies etc.
15. Undertake any other duties as directed by the Principal or by delegated authority.

## Person Specification

<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Evidence</u></b>
<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• Level 3 qualification, or above within an animal specialism.</li> <li>• Teaching Qualification or Willingness to undertake any training or development as or when appropriate. It is a requirement that all new entrants to teaching obtain the Certificate in Education (or equivalent) within 2 years (if full time) or 4 years (if part time) of taking up the post.</li> </ul> <p><b><u>Knowledge/Skills</u></b></p> <ul style="list-style-type: none"> <li>• The ability to organise own workload.</li> <li>• Good IT skills</li> <li>• Level 2 qualification in Maths and English or GCSE equivalent.</li> <li>• The ability to relate to young people and provide clear instruction, advice and support to individuals and groups.</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Proven track record of achievement within the vocational area (industry experience), including experience of working with a variety of species.</li> <li>• Experience of administrative practices and procedures.</li> </ul> <p><b><u>Personal Qualities:</u></b></p> <ul style="list-style-type: none"> <li>• Willingness to undergo any further training or development as, or when appropriate.</li> <li>• Ability to deal with the demands of working within an animal environment as well as an educational setting.</li> <li>• Work as a team player.</li> <li>• Good communication and interpersonal skills. Good organisation skills.</li> </ul>	<p><b><u>Qualification:</u></b></p> <p><b><u>Knowledge/Skills:</u></b></p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Experience in Teaching, Training and Learner Development would be an advantage.</li> </ul> <p><b><u>Personal Qualities:</u></b></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. New appointments to the College are subject to a twelve month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.