

## **Job Description**

JOB TITLE: Alternative Education Project Leader

REPORTING TO: The Director

JOB PURPOSE: To supervise the day to day operations of the educational programme, manage the education team, assisting with therapeutic activities, planning sessions, monitoring progress, filling in daily evaluation sheets, filling in progress reports each half-term, EHCP updates and assisting with delivering training for equestrian and animal care skills, ASDAN awards, Functional Skills (Maths and English) and Work Based Diplomas level 1, 2 and 3. Supervising young people at all times including supervising one to one support where required. Ensuring the safety and wellbeing of all students whilst attending the learning programmes, taking the lead in safeguarding matters. Using existing training / lecturing/ teaching / animal / horsemanship and EAL/P skills to assist in the personal development of participants.

HOURS: (subject to participant take up) 8:30am to 5pm Wednesday, Thursday and Friday, term time only, with overtime available. Please note: hours may increase with the development of the project in the future.

PAY: This position starts at £30,000 per annum PRO RATA, 40 weeks per year (term time + 2 weeks). The job and salary have the potential to develop to meet the needs of our growing business.

### **KEY RESPONSIBILITIES:**

- To supervise and deliver educational and therapeutic sessions for students who require an alternative education setting, including creating person-centred lesson plans and activities.
- Leading and developing the education project with a forward thinking, creative approach.
- To manage the education support workers, grooms, coaches, teachers or any other employees / freelance workers involved in the delivery of the education project.
- To supervise daily activities involved in training participants in horse care, animal care and associated duties including general yard duties, feed, water and animal other husbandry duties as required by equine and animal work-based diplomas.
- To supervise the delivery of Maths and English functional skills qualifications
- To manage the daily education admin, filling in daily and half-termly evaluation and progress reports, dealing with education phone calls and emails, updating all necessary paperwork including policies and procedures.
- Marketing the education programme and attending events to increase awareness.
- Supervising EHCP reviews and updates.
- To become a project DSL and ensure all safeguarding procedures are followed and kept up to date.
- To provide a safe and secure environment, treating each participant and horse / pony /animal with equal concern.
- To be available to take part in fund-raising activities and attend monthly staff meetings as required.
- To supervise the running of the Pony Club in relation to the educational programmes.
- To supervise participants exercising and training the horses and ponies during sessions.
- Agree and adhere to all the organisation's values, adopted policies, principles and aims.

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this as operationally required and at the discretion of their Line Manager.

## Person Specification

### ESSENTIAL ATTRIBUTES:

- Relevant degree and teaching / lecturing / assessing qualifications
- Understanding of using a person-centred learning approach
- Understanding of neurological differences, mental health issues and SEN in young people.
- Experience of riding, training and working with horses and / or other animals
- Genuine desire to work in a therapeutic equestrian centre and assist the business to develop
- Understanding of safeguarding for vulnerable young people
- Energy and enthusiasm
- People management / supervision skills
- Patience
- Perceptive and responsive nature
- Ability to work on own initiative and as part of a team
- Excellent communication skills
- Good organisation and administration skills
- Genuine interest in self-development in equine / animal assisted and outdoor learning
- Effective, kind and considerate horsemanship and equestrian handling skills
- This position requires an enhanced DBS check

### DESIRABLE ATTRIBUTES:

- Equine or Animal Care qualification level 4 or above
- Experience of working in an equestrian centre
- Equine or Animal Assisted Learning qualification, training or experience
- Horsemanship experience or training
- Experience of working with disabled and/or disadvantaged young people
- Experience of working with a range of horses and / or animals
- Assessment Qualification (A1 or equivalent)

### FURTHER INFORMATION:

Working at Equine Learning involves being available to work shifts to meet the needs of the business. Working days are Monday to Sunday between the times 8am to 7pm and the successful applicant may be asked to work additional shifts during these days and hours as operationally required, in addition to Bank Holidays when required. Monthly staff meetings may take place out of normal operating hours.

To apply please fill in the online application form: <https://www.equinelearning.org.uk/application-form.html>

CLOSING DATE FOR RECEIPT: 23<sup>rd</sup> July 2023 – interviews will take place on between 24<sup>th</sup> July and 6<sup>th</sup> August.

OF APPLICATIONS: Please note that Equine Learning CIC is unable to reimburse interview expenses. We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups.