

# Job Description

<b>Post Title:</b>	<b>Dog Grooming &amp; Practical Skills Trainer</b>
<b>Responsible to:</b>	Centre Manager
<b>Responsible for:</b>	Lecturing across a range of courses Providing student support
<b>Location:</b>	Leeds Centre
<b>Hours of Attendance:</b>	Normally 37.5 hours per week. The appointee will be expected to work flexibly including evenings and weekends as required and to meet the requirements of the Grooming School.

## Purpose of the Post

To deliver quality learning to all students across a range of courses and to provide outstanding support to students providing the opportunity to achieve in their chosen studies. To ensure the Grooming School provides an outstanding service to both internal and external clients.

## Main Areas of Responsibility

- Lecturing across a range of courses (Animal Care/Grooming)
- Assessing for Animal Care/Grooming
- Course Tutor
- Grooming Salon Operations
- Careers Events
- Short Courses

## Other responsibilities to include

Student/Trainee Safety/H&S at Work

## Detailed Tasks

### 1. Lecturing across a range of courses

- 1.1 To prepare, maintain and develop teaching material for the courses that lecturing input is required for.
- 1.2 To maintain appropriate records including those required by the examining/awarding body.

- 1.3 Lecture to students/members of public across a range of topics using a wide range of teaching styles/methods.
- 1.4 To maintain individual student records.
- 1.5 To conduct individual tutorials and to report unusual findings to other lecturers and relevant management
- 1.6 To prepare and present regular student evolution reports.
- 1.7 To undertake regular course evaluations and report findings to teaching team.  
Attend teaching programme meetings as required.  
Record and maintain absenteeism records.

## **2. Learner Assessment**

- 2.1 Participate in training and retraining in assessment as required by the awarding body.
- 2.2 Maintaining contact with the internal verifier re, candidate assessment.
- 2.3 Ensuring that all facilities and other procedures required for assessment are available and in safe condition.
- 2.4 Carry out assessment of candidates as laid down in the scheme regulations.
- 2.5 Maintain student records of assessment.
- 2.6 To hold or obtain the Assessor Award to assess awarding body qualification competencies.
- 2.7 To actively participate in the assessment of candidates.
- 2.8 To judge evidence, competence based on the national standards.

## **3. Course Tutor**

- 3.1 To provide documentary evidence of self-assessment, inspection, audit and for managers to demonstrate compliance with quality standards, funding requirements and to ensure that learner entitlement is met
- 3.2 Undertake the administration duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 3.3 Attend Team meetings in line with contractual requirements (normally monthly)
- 3.4 Undertake professional development relevant to the post and in order to comply with both professional and academic requirements
- 3.5 CRB – all staff required to complete a Criminal Records Bureau application in line with College procedures
- 3.6 Provide monthly management reports on the progress of learners, retention, success and funding streams
- 3.7 The College has determined that the College shall be a no – smoking area
- 3.8 Members of staff are required to wear an identity badge  
Day to Day office duties in the absence of an Administrator e.g. room set up

## **4 Grooming Salon Operations**

- 4.1 To deliver grooming services offered to the public to meet demand, this will include working to ensure evening and weekend opening of the grooming school can be covered at all times.
- 4.2 To manage the grooming salon in accordance with college policies and procedures
- 4.3 To achieve performance targets set for the grooming salon in relation to financial performance, quality of service, animal welfare standards, etc. in accordance with management directives
- 4.4 Assist with Kennel and Cattery services as and when required.
- 4.5 Assist with dog and cat admissions and owner collections
- 4.6 Assist with cat kennel and cattery cleaning as required
- 4.7 Assist with dog exercising as required
- 4.8 undertake administration in accordance with College procedures

## **5. Careers Events**

- 5.1 To promote all courses and assessment opportunities to employers and other groups.
- 5.2 To oversee and participate in the marketing of all course provision at career conventions, open days, exhibitions and veterinary conferences.
- 5.3 To support the Careers with Animals Day.

## **6. Short Courses**

- 6.1 To participate in the delivery of the short course programme.
- 6.2 To attend meetings as required.
- 6.3 To oversee the short course provision.
- 6.4 To provide lecture input on short courses.
- 6.5 To provide learning and teaching materials for short courses.

## **7. Health & Safety**

- 7.1 To comply with the Health & Safety at Work Act.
- 7.2 To oversee Health and safety arrangements at the College via team meetings, minutes and staff notice boards.
- 7.3 To comply with The College of Animal Welfare and partner institutes' Health & Safety regulations.
- 7.4 To ensure that students' safety is considered at all times.
- 7.5 To take responsibility for maintaining awareness of Health & Safety at the College, via the Committee, minutes and staff notice-board.

## **8. General**

- 8.1 Participate in appropriate meetings, open evenings and other events as required.
- 8.2 Actively promote the implementation of College policies for Equality and Diversity and Environmental Sustainability.
- 8.3 Participate actively in the College's performance review and appraisal processes and undertake appropriate continuing professional development including management training.
- 8.4 Work in a flexible, proactive manner to meet the changing requirements of further education and undertake such other duties, commensurate with the post, as may be required by senior managers.

## **9. Safeguarding**

- 9.1 Ensure you know the name of the designated person and their role
- 9.2 Know how to pass on and record concerns about a child or young person
- 9.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- 9.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse
- 9.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- 9.6 Be clear with students that you cannot promise to keep secrets
- 9.7 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- 9.8 Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
- 9.9 Review policy and procedures on an annual basis

## **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

You are liable to undertake such duties as may be reasonably required commensurate with your role.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> <li>• Appropriate professional qualification. ie Level 3 Certificate</li> <li>• Good Educational Knowledge</li> <li>• Willing to undertake essential CPD</li> <li>• Level 2 Literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally, hold or be working towards a teaching qualification within 12 months of joining the Organisation.</li> <li>• City &amp; Guilds 7750 or Level 3 Diploma in Dog Grooming</li> <li>• Hold or be working towards A1/V1 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Sight of qualifications documents</li> <li>• Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Up to date knowledge within grooming and the subject areas.</li> <li>• Programme management</li> <li>• Understanding of awarding bodies inspection requirements</li> <li>• Understanding of quality improvement strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching role.</li> <li>• Understanding of assessment and requirements for the courses in the learning schools, especially where this is externally accredited.</li> <li>• Awareness of learning and how learners might be motivated.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>
Knowledge and Ability	<ul style="list-style-type: none"> <li>• An understanding and commitment to promoting equality of opportunity</li> <li>• An ability to promote an inclusive learning environment free from discrimination or oppression</li> <li>• Ability to manage the learning process by planning, monitoring and reviewing</li> <li>• Ability to access learner progress and to give constructive feedback</li> <li>• Ability to use technology within the classroom and in the preparation of materials</li> </ul>	<ul style="list-style-type: none"> <li>• Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.</li> <li>• A commitment to lifelong learning and the understanding of its potential impact</li> <li>• Create a network of contacts across various disciplines that provide advice on what resources are available both within and outside the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>
Attitude/Disposition	<ul style="list-style-type: none"> <li>• Self-motivated to work with young people.</li> <li>• Possess patience &amp; persistence.</li> <li>• Willing to positively promote the college at every opportunity.</li> <li>• The determination to set challenging targets with the expectation of high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confident and persuasive communicator.</li> <li>• Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>

