

# Job Description

<b>Post Title:</b>	Dog Grooming & Practical Skills Trainer
<b>Responsible to:</b>	Head of Animal Care
<b>Responsible for:</b>	Training across a range of courses Providing student support
<b>Location:</b>	Huntingdon Centre
<b>Hours of Attendance:</b>	To be agreed but must be inclusive of Saturday. 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

- Supporting training across a range of grooming courses
- Assessing for Grooming
- Course Tutor
- Grooming Salon Operations
- Careers Events
- Short Courses

## Other responsibilities to include

Student/Trainee Safety/H&S at Work

## Detailed Tasks

### 1. Training across a range of courses

- 1.1 To assist with the preparation and development of 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 Train and support 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 undertake regular course evaluations and report findings to teaching team.
- 1.7 Attend teaching programme meetings as required.
- 1.8 Record and maintain absenteeism records.

## **2. Learner Assessment**

- 2.1 Assess students in line with Schemes of Work and Awarding Organisation requirements.
- 2.2 Ensuring that all facilities and other procedures required for assessment are available and in safe condition.
- 2.3 Maintain student records of assessment.
- 2.4 To actively participate in the assessment of candidates.
- 2.5 To judge evidence, competence based on the national standards.
- 2.6 Undertake the administration duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 2.7 Undertake professional development relevant to the post and in order to comply with both professional and academic requirements
- 2.8 Day to Day office duties in the absence of an Administrator e.g. room set up

## **3 Grooming Salon Operations**

- 3.1 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.
- 3.2 To operate the grooming salon in accordance with college policies and procedures
- 3.3 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. Careers Events**

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

## **5. Short Courses**

- 5.1 To participate in the delivery of the short course programme.
- 5.2 To attend meetings as required.

## **6. Health & Safety**

- 6.1 To comply with the Health & Safety at Work Act.

- 6.2 To be aware of Health and safety arrangements at the College via team meetings, minutes and staff notice boards.
- 6.3 To comply with The College of Animal Welfare and partner institutes' Health & Safety regulations.
- 6.4 To ensure that students' safety is considered at all times.
- 6.5 To take responsibility for maintaining awareness of Health & Safety at the College, via the Committee, minutes and staff notice-board.

## **7. General**

- 7.1 Participate in appropriate meetings, open evenings and other events as required.
- 7.2 Actively promote the implementation of College policies for Equality and Diversity and Environmental Sustainability.
- 7.3 Participate actively in the College's performance review and appraisal processes and undertake appropriate continuing professional development including management training.
- 7.4 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.

## **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.

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>• Level 3 Diploma in Dog Grooming</li> <li>• Hold or be working towards TAQA 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>• 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> <li>• Understanding of awarding bodies inspection requirements</li> <li>• Understanding of quality improvement strategies</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 assess 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 and adults.</li> <li>• Possess patience &amp; persistence.</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>

	<ul style="list-style-type: none"><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>		
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