

Job Description

Role Title: Animal Care (Maternity Cover)	Pay Grade: Grade 5 - £23,088 - £23,191
Normal Place of Work: South Bristol Skills Academy	Line Manager: Animal Centre and Live Stock Manager
Normal Working Hours: 37 hrs per week	Responsible For: N/A

Purpose of Role

- Under the general supervision of the animal care technician supervisor, to provide help, assistance and advice to students in learning new skills and other related technical duties.

Principal Accountabilities

1. Help, advise and assist students during their training and whilst carrying out practical activities or assist other lecturers in a classroom as part of a curriculum programme
2. Demonstrate the use of equipment or techniques to individual students or groups including all relevant health and safety issues
3. Discuss all practical activities with the course teacher
4. Observe and maintain all current health and safety regulations as appropriate to the area of work
5. Deal with queries when supervising students
6. Establish acceptable standards of tidiness and safety and ensure that students carry out appropriate activities in connection with the above
7. Participate in course team meetings, management meetings and staff development activities
8. Maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work
9. Ensure that practical equipment is available in a serviceable and safe condition for use by the teaching programme
10. Prepare materials as required for use by students in practical work and activities
11. Maintain practical equipment necessary for the delivery of the curriculum to a serviceable and safe condition; to refer any equipment requiring repair by manufacturer or contractor to the budget holder
12. Be responsible for stock control, storage and maintenance of agreed levels of consumable materials

13. Assist in the maintenance of practical areas in a clean and tidy condition
14. Prepare material for course delivery by academic staff, including audio-visual aids and the reproduction of notes
15. Maintain, as required, reference material for use by students and staff
16. Supervise students doing project and portfolio work
17. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
18. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
19. Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
20. Reflect critically on own professional practice used and how your own performance can be improved.
21. Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement
22. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College's sites.
23. Monitor the Animal health and wellbeing and take appropriate action should an animal appear distressed or require veterinary care.
24. Ensure all animal enclosures are regularly cleaned and optimum living conditions are provided

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Learners and Technicians within the Animal Care Department	You will work as part of the delivery team within the animal care Dept. As part of this you will have a critical role in enabling teachers to deliver training and assessments, as well as enabling students to achieve their qualifications in a timely way.
Learners and Parents/Carers	You will be working with the students studying an animal care qualification who range from 16 years and up. This is a support role to enable the learners to achieve their qualifications but you will also form part of the team to ensure students are meeting college expectations and complying with the rules and legislation linked to the animal care centre and the college as a whole.
Lecturers/ Technicians within the area and cross college	This role will involve using good communication skills as well as building relationships with Veterinary Care Practices and Suppliers that will enable the animal welfare to be maintained and supplies to meet the curriculum need. As part of the role you will also need to source and negotiate supplies.

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Degree or relevant professional experience	✓	
5 GCSEs including Maths and English at grade C or above, or equivalent.	✓	
Level 3 Diploma in Animal Management	✓	
Qualification within Health and Safety		✓
Knowledge and Experience		
Demonstrate success in working in the animal care sector handling small mammals and reptiles	✓	
Demonstrate success in working in the educational sector working with young people and / or adults.		✓
Experience working with a range of office software, including word-processing, spreadsheet, database and email in a busy environment.	✓	
Understand and follow college policies and procedures	✓	
Experience of placing orders for stock using an electronic purchasing process		✓

Experience of writing and reviewing Risk assessments for products / chemicals in line with COSHH.		✓
Skills and Abilities		
Ability to work with appropriate range of office software, including word-processing, spreadsheets, databases and electronic mail	✓	
Good organisational skills	✓	
Experience of working as part of a team, but also able to act upon own initiative and to respond positively and creatively to situations under pressure	✓	
Adaptable and willing to show flexibility in changing situations or working with new practices	✓	
SPECIAL WORKING CONDITIONS		
Able to work flexible hours, evenings and weekends, as required by the post	✓	
Have access to a motor vehicle and hold a full Driving License	✓	