

KNIGHTON HOUSE SCHOOL

Job Description for Equine Apprentice

Set in 30 acres of glorious Dorset countryside, Knighton House is a vibrant co-educational prep school, pre-prep and nursery.

Knighton House school has created its own curriculum – the KED Curriculum – the K of Knowledge, the E of Enlightenment and the D of Discovery, in the move away from high-stakes testing. The rock of our curriculum is the learning dispositions; so how you learn, as well as what you learn is fundamental to our pupils' development.

We prepare pupils for entrance, including scholarship, to many senior schools in the area. In the independent sector, Bryanston, Clayesmore, Canford and Leweston are popular destinations, as well as our local state secondary schools.

Knighton House is renowned for its exceptionally high standards in music, art dance and drama and its huge spectrum of enrichment activities; sporting achievement is highly valued too, with an ever-broadening range of options supplemented by coaching opportunities from our near neighbour Bryanston.

Summary of the role:

The Equine Apprentice assists the Head of Riding and the Teacher of Riding with the operation of the stables at Knighton House School in accordance with the School's Riding Policy and in addition responsible for ensuring compliance with the School's Health and Safety policy, the Health and Safety at Work Act and National Care Standards.

The Equine Apprentice assists the Head of Riding with the daily care, welfare and provision of ponies.

Accommodation may be available for suitable applicants wishing to contribute to boarding life and the pastoral care of pupils.

Responsible to: Head of Riding, Deputy Head and Head

Main Duties and Responsibilities:

Responding to requests from the Head of Riding and Senior Leadership Team.

To work as a team member within the department.

To ensure that all department resources used are kept in good order and any defects are quickly reported to the Head of Department.

To participate in all CPD activities that will improve personal performance in any aspect associated with teaching and professional knowledge.

To take part in the school's Performance Management process and enter into a professional discussion with their line manager about their strengths as an employee and any areas which are in need of improvement.

Key Areas of Responsibility

Riding

The safety of pupils and staff: Ensure that safe practice is followed and health and safety standards are met at all times.

Assisting with lessons as required including mounting / dismounting of pupils, lead rein lessons, lessons in the arena, show jumping field and cross-country course and accompanying hacks.

Assist the Head of Riding with the organisation of equine events run at Knighton House School, or under the auspices of the school, including at weekends. Weekend equine events are held a minimum of three events per year

Familiarity with the school's policies on Child Protection, Complaints, Bullying, Discipline and Pastoral Care and Restraint.

Keeping up to date with attendance at relevant courses.

Stable Management

Routine tasks associated with the daily care, welfare and provision for all horses and ponies kept on the premises and at grass, including mucking out, feeding, grooming, tacking up, untacking, daily poo picking etc.

Rugging up, grazing and feeding supplements according to the protocol for each horse.

Sweeping the yard, mixing feeds, watering horses, checking horses are turned out, bringing in and turning out from fields, etc.

Keeping the yard tidy (this includes the muck heap, outdoor school, tack room) under the direction of the Head of Riding.

Grooming, tacking up and un-tacking ponies before and after lessons.

Daily tack cleaning and washing equipment

Daily recognition, evaluation and management of equine health and behavioural concerns.

Assisting vet visits, worming and shots.

Assisting farrier visits.

Child Protection

It is the post-holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or which whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy at all times.

General

At all times, work within the School's policies and procedures, ensuring compliance with the School's Health and Safety policy, the School's Child Protection procedures, the Health and Safety at Work Act and National Care Standards.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

Benefits:

The Equine Apprentice may stable their own horse at school if their horse is required as an escort on hacks.

An annual salary according to age and the Minimum Apprenticeship Wage recommended rates will be paid monthly in arrears.

Lunch will be provided free of charge during the 60 minute lunch break

Working hours:	<p>The Equine Apprentice will work during term-time:</p> <p>Monday to Friday 07:30 – 16:30 with a paid half hour breakfast break, 15 minute morning break and unpaid one hour lunch break.</p> <p>One evening per week (dependent on timetable) you will be required to work until 17:30 for which time off in lieu will be given.</p> <p>Weekend riding duties and basic pony care will be required with time off given during the week – the rota for this will be allocated in discussion with the Head of Riding.</p> <p>A degree of flexibility is required and you may be requested to work additional hours from time to time for which time off in lieu will be given.</p>
Additional work:	<p>The Equine Apprentice will be required to attend school a minimum of two days before each term starts and two days after each term ends and will attend INSET training sessions and staff meetings as required.</p> <p>Accommodation may be available for suitable applicants wishing contribute to boarding life.</p>

PERSON SPECIFICATION – Equine Apprentice – 2020

	<p style="text-align: center;">Essential</p> <p style="text-align: center;">These are qualities without which the applicant could not be appointed</p>	<p style="text-align: center;">Desirable</p> <p style="text-align: center;">These are qualities which can be used to choose between applicants who meet all the essential criteria</p>	<p style="text-align: center;">Method of Assessment</p>
Qualifications		First Aid, suitable knowledge of (and training in) first aid for children and the health and safety issues associated with riding	Interview Certificate(s)
Knowledge and experience	<p>An enthusiasm for riding and instructing children</p> <p>Appropriate experience to meet the requirements of the position</p>	Experience of riding and working with horses	Application form Professional references Interview
Professional practice	Good communication, organisational and interpersonal skills	Commitment to ongoing professional development and training	Application form Professional references Interview

<p>Personal qualities</p>	<p>A commitment to child safety</p> <p>Medically fit to undertake the role</p> <p>Resilience, integrity, adaptability, optimistic with a 'can do' mindset</p> <p>Motivated and an ability to work flexibly</p> <p>Approachable and empathetic to the needs of others</p> <p>A role model who demonstrates professionalism, is collaborative and works effectively as a team member</p> <p>Able to cope with unpredictable circumstances</p>	<p>The ability to deal confidently with a range of people including senior management, governors, colleagues, parents and pupils</p> <p>Attention to detail and ability to actively question and clarify information</p> <p>A good sense of humour, plenty of patience and a calm temperament</p>	<p>Application form</p> <p>Professional references</p> <p>Interview</p>
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