

# The Leicestershire College Job Description

## 1. Job Details

Job Title:	Animal Care Technician
Department:	Animal Studies
Reporting To:	Animal Studies Facilities Supervisor
Competency Level:	Curriculum Support 1
Hay Grade:	G2
Salary:	£25,266 - £26,340 per annum
Date of Job Evaluation:	tbc
Date:	May 2026

## 2. Job Purpose

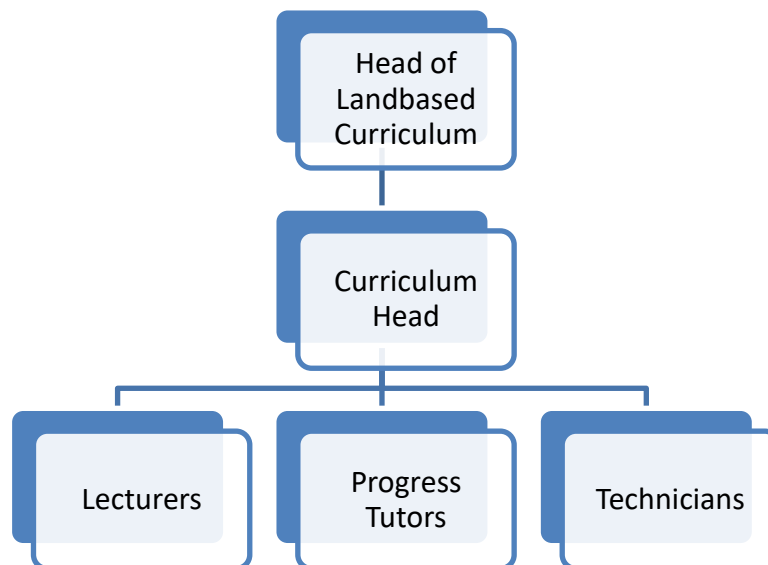
To maintain a high standard of animal husbandry and contribute to the curriculum needs of the Animal Care department. Working alongside a team of hard working and dedicated unit staff this role will also include interaction with students on a practical basis. Working with a wide variety of animal species this job requires somebody with a broad animal experience.

The job is an exciting opportunity for somebody to support the growth and development of the college's practical Animal Care facilities.

## 3. Dimensions

*Not applicable.*

## 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



## 6. Key Responsibilities

### Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

### Role specific responsibilities

- Provide support for practical sessions on the unit
- Carry out weekend duties on a rota basis for the Animal Care Unit.
- Undertake appropriate training and staff development as required.

- Contribute to and participate in college quality assurance procedures and initiatives as appropriate, including participating in lesson observation activities where appropriate.
- Ensure that records relating to learner tracking and progress are accurate, up to date and communicated in a timely manner.
- Ordering of necessary equipment and materials to support teaching activities.
- Routine care and management of college animal care livestock.
- Maintain health records & stock numbers.
- Maintain current learning materials displays and change on a frequent basis to reflect current teaching and learning.
- Maintain clean and efficient working environment in the Animal Care Unit.
- Assist with the planning and development of Animal Care programmes.
- Liaise with appropriate vocational areas to plan supervision and assessment of students.
- Support learners as follows: ensure that all new learners receive induction to the practical aspects of their programme of study, ensure that all learners are fully supported with their practical training, respond to requests for assistance and information, liaise with the course tutor regarding individual needs of students and cover sessions as required.
- Carry out health and safety and risk assessments in accordance with college procedures and practices.
- Keep up to date with developments within the sector.
- Liaise with employers and organisations, developing links where appropriate to support the recruitment of learners to appropriate courses within the area of specialism.
- Present a professional image of the SMB Group at all times when dealing with clients and outside agencies.
- Assist in promotional activities for department.
- Contribute to the course and team planning review processes and action plan and attend regular team meetings.
- Contribute to the effective running of learners' training programmes by working with other staff.
- Provide initial advice and guidance on the practical elements of programmes in line with college policies and procedures.
- Liaison with industry and general public.
- Support the Course Tutor in the smooth and efficient running of the practical supervision and assessment.
- Monitor and liaise with appropriate support staff to discuss learners' progress and issues in practical activities.

## 7. Key Result Areas

Action	Result
<b>Lead on the planning, preparation, delivery and assessment of effective learning programmes.</b>	To ensure students achieve.
<b>Create and apply effective differentiation and stretch and challenge techniques.</b>	To ensure students are on track to achieve their target grades.
<b>Lead on development of assessments/assessment strategies and give high-quality feedback.</b>	To ensure students can meet their targets and progress.
<b>To participate in moderation and internal verification.</b>	To ensure awarding organisation criteria are met and academic standards maintained.
<b>Participate in and deliver staff development opportunities.</b>	To ensure teaching and learning is up to date and maintained to the highest standards.
<b>To play a key role in quality assurance and quality improvement.</b>	To ensure awarding organisation requirements and college KPIs are met.

## 8. Key Working Relationships and Communications

**Internal:** Staff and learners.

**External:** External contractors, parents and stakeholders.

## 9. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
<p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team.</p> <p>Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Manages own health, safety and wellbeing; complies with College policies.</p> <p>Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
<b>Delivering Excellent Quality</b>	
<p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge.</p> <p>Continually improves own performance and increases skills and knowledge. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.</p>	

## 10. Scope for Impact

Not applicable.

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Have a Level 3 qualification in Animal Care or equivalent	•		Application/ Certificates
2.	Have a health and safety qualification or have willingness to work towards one		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Recent experience of working in the industry	•		Application/ Interview
5.	Experience of caring for a range of animals	•		Application/ Interview
6.	Able to assist in the development of safe systems for practical activities	•		Interview
7.	Experience of promoting positive learner behaviour	•		Interview
8.	Experience of working in an educational environment and supervising students		•	Application/ Interview
9.	Have experience of developing and producing learning materials for a range of learners		•	Application/ Interview
10.	Have experience undertaking health and safety risk assessments	•		Application/ Interview
SKILLS & KNOWLEDGE				
11.	Good interpersonal skills, able to work well with a range of people and be able to respond clearly and flexibly to different work tasks	•		Interview
12.	Able to demonstrate self-motivation, a flexible approach and commitment to continuous improvement and development	•		Interview
13.	Knowledge of effective methods of assessment and feedback to support achievement		•	Application/ Interview
14.	Be computer literate with ability to apply IT in the workplace	•		Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Effective time management skills and be able to work to deadlines	•		Interview
17.	Able to develop links with outside agencies and organisations	•		Interview
18.	Ability to travel for business purposes	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
  
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group
  
3. This job description and person specification was prepared in May 2026 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
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