

The Leicestershire College

Job Description

1. Job Details

Job Title:	Equestrian Centre Technician – Sessional
Department:	Equine
Reporting To:	Equestrian Centre Coordinator
Competency Level:	Business support 2
Hay Grade:	G2
Salary:	£14.84 per hour
Date of Job Evaluation:	TBC
Date:	June 2026

2. Job Purpose

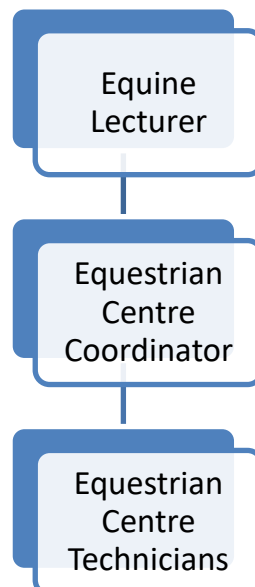
To maintain a high standard of equine husbandry and contribute to the curriculum needs of the Equine department. Working alongside a team of hard working and dedicated unit staff this role will also include interaction with students on a practical basis. Working with a wide variety of horses this job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

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

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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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

Role specific responsibilities

- Carry out health and safety and risk assessments in accordance with college procedures and practices.
- Keep up to date with developments within the sector.
- 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.
- 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
- Maintain high standards of presentation within the Equestrian Centre and Equine Therapy Centre, including cleanliness of stable yards and all surrounding areas.
- Supervision of students on practical activities and routine duties.
- Carry out weekend duties and be flexible on working days and times.

- 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.
- Assist in the provision of quality care and handling to Equestrian Centre horses by maintaining routine care and management of college horses.
- Promote equine welfare by monitoring and reporting changes in behaviour and condition to a senior member of equine staff and maintain health records.
- Maintain current learning materials displays and change on a frequent basis to reflect current teaching and learning.
- Work with the team to assist in the cleaning, preparation, dismantling, maintenance and storage of all Equestrian Centre equipment and resources. Maintain clean and efficient working environment in the Equestrian Centre and its facilities.
- Carry out paddock maintained necessary to the time of year as directed by senior members of equine staff.
- Be able to exercise centre horses in line with college policies.
- Assist with the planning and development of Equine programmes.
- Liaise with appropriate vocational areas to plan supervision and assessment of students.
- Ensure that all new learners receive an induction to the practical aspects of their programme of study
- Ensure that all learners are fully supported with their practical training
- Provide all learners with constructive feedback on practical assessments in line with college policies
- Respond to requests for assistance and information
- Monitor attendance and progress and offer support towards the achievement of their learning programme
- Liaise with the Progress Coach and Course Tutor regarding individual needs of students;
- Cover sessions as required.

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.

7. Key Result Areas

Action	Result
Maintain high standards of presentation and cleanliness.	All facilities remain safe, hygienic, and visually professional for learners, staff, visitors, and horses.
Supervise students during practical activities and routine duties.	That learners develop skills, meet learning outcomes, and follow correct procedures.
Carry out routine care, handling, exercising, and welfare monitoring.	The horses remain healthy, well-managed, and suitable for teaching and therapy activities.
Induct, support, and provide feedback to learners.	Learners progress effectively and achieve their programme goals.

8. Key Working Relationships and Communications

Internal: Staff & Students

External: Suppliers, Contractors & External Partners.

9. Competency Profile

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

<p>Working with Excellent People</p> <p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task.</p> <p>Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Responsiveness</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>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>Manages own health, safety and wellbeing; complies with College policies.</p> <p>Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
<p>Delivering Excellent Quality</p> <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. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>	

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a Level 2 qualification in Equine	•		Application/ Interview
2.	Possess a Level 3 qualification in Equine or have the willingness to obtain it	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Recent industry experience	•		Application
5.	Experience of caring for horses	•		Application/ Interview
6.	Experience of working in educational environment and supervising students		•	Application/ Interview
7.	Undertaking health and safety risk assessments		•	Application/ Interview
8.	Experienced in developing/producing learning materials for a range of learners		•	Application/ Interview
9.	Effective assessment and support of students		•	Application/ Interview
SKILLS & KNOWLEDGE				
10.	Computer literate with ability to apply IT in the workplace	•		Interview
11.	Effective communication skills, both oral and written	•		Interview
12.	Able to assist in the development of safe systems for practical activities	•		Interview
13.	Able to demonstrate good organisational skills and maintenance of accurate records	•		Interview
14.	Able to develop links with outside agencies and organisations	•		Interview
15.	Able to demonstrate effective team working	•		Interview
16.	Able to demonstrate self-motivation, a flexible approach and commitment to continuous improvement and development	•		Interview
17.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
18.	Promote the College's equal opportunities policy and practices	•		Interview
19.	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 June 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
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