

Job Description

Role Title:	Equestrian Centre Instructor/Supervisor
Normal Place of Work:	Kingston Maurward Campus, Dorchester,
Line Manager:	Equestrian Centre Manager

Main purpose of role

To support the Equestrian Centre Manager in the daily running of Manor Stables, with a focus on the supervision, instruction, and coaching of students, facilitating and actively endorsing commercial activity, maintaining a high standard of horse care and operational delivery in a BHS Approved training yard.

What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

What will the job entail?

1. Yard Operations

- Assist in the daily management and delivery of yard duties, including weekends and evenings as part of a rota.
- Maintain a safe, clean, and efficient working environment for horses, students, staff, liveries, and visitors.
- Ride, exercise, and school college horses as appropriate, in accordance with the training programme and under direction from the Equestrian Centre Manager.
- Monitor horse health and wellbeing, administer basic treatments, and liaise with veterinary professionals when required.
- Maintain accurate records of horse care, incidents, and yard operations.
- Act as a point of contact for liveries during the day in the event of accidents or welfare concerns.

2. Student Instruction and Curriculum Support

- Deliver safe and effective practical riding and stable management sessions to students in line with curriculum objectives.
- Plan and organise student riding lessons and provide individual coaching and constructive feedback.
- Support the wider teaching team in embedding personal development and employability skills during practical delivery.
- Participate in course quality assurance, including feedback, assessment, reviews, and self-assessment processes.
- Contribute to creating a positive and inclusive learning environment that promotes student engagement and progress.

3. Yard Protocols and Welfare

- **Uphold and model best practice in equine welfare, professional conduct, and BHS standards.**
- Report and respond to incidents or horse welfare concerns promptly and effectively.
- Maintain and monitor riding arenas, stabling, paddocks, and equipment in line with yard procedures.
- Take proactive responsibility for Health & Safety, ensuring risk assessments are followed and incidents or near misses are reported appropriately.
- Review and improve systems, procedures, and working practices under the direction of the Equestrian Centre Manager.

4. Commercial Activity

- Support the delivery and supervision of commercial activities including clinics, camps, competitions, and external bookings.
- Liaise with colleagues across the college to facilitate smooth event delivery and support customer satisfaction.
- Contribute to the planning and running of commercial training opportunities and short courses.
- Provide a high standard of customer service to commercial clients and support the development of new business where appropriate.

5. General Duties

- Undertake any other duties appropriate to the role as directed by the Subject Lead for Equine Commercial Services.
- Support the College's sustainability and environmental goals through effective working practices and resource management.
- Maintain a professional appearance and act as an ambassador for the College and its equine provision.

All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate 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 employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.

- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
Minimum BHS Stage 3 Coach in Complete Horsemanship (formerly BHSAl).	Y	
Level 3 equine qualification	Y	
Equine teaching or vocational assessor qualification.	Y	
English and Maths at Level 2 or above	Y	
First Aid Qualification for willingness to work towards	Y	
Teaching Qualification at Level 5 or above or willingness to work towards		Y
Pesticide spraying ticket		Y
MO1		Y
Additional vocational qualifications		Y
Knowledge and Experience	Essential	Desirable
Recent and relevant experience working on a commercial or training yard.	Y	
Experience instructing and supervising students or young people in a practical equestrian environment.	Y	
Proven ability to train and manage horses in a range of disciplines.	Y	
Experience delivering and supporting commercial events or training.	Y	
Experience in learner assessment, feedback, or supervision.	Y	
Sound understanding of BHS training yard procedures.	Y	
Competence in basic veterinary care and horse health monitoring.	Y	
Experience working in an educational setting.		Y
Familiarity with supporting students with additional learning needs or a range of learning abilities.		Y
Skills and Abilities	Essential	Desirable

Strong practical equestrian knowledge and ability to ride, school, and improve a range of horses.	Y	
Skilled in delivering effective and safe riding instruction and practical sessions.	Y	
Excellent planning, organisation, and time management skills.	Y	
Confident in maintaining and reviewing accurate records and systems.	Y	
High standards in horse care, welfare, and yard safety.	Y	
Comfortable working under pressure and meeting deadlines.	Y	
Computer literate with working knowledge of Office 365.	Y	
Ability to lead and supervise students with a range of needs and abilities.	Y	
Confident in challenging poor performance or unsafe practice.	Y	
Ability to drive a tractor.		Y
Personal Qualities	Essential	Desirable
Positive, motivated, and professional approach to work.	Y	
High level of initiative, personal drive, and a strong commitment to continuous improvement.	Y	
Enthusiastic, adaptable, and resilient when facing change or challenges.	Y	
Able to motivate others and lead by example.	Y	
Reflective, with a willingness to learn and develop professionally.	Y	
Willing and able to work flexibly including weekends, evenings, and events as required.	Y	
Able to adapt to changing business needs and support wider college activity when necessary.	Y	
Other	Essential	Desirable
Full UK Driving Licence with Business Insurance	Y	
Willingness to undertake a trailer licence (if not already held).	Y	