



Canine IOT Therapy Centre and Course Manager

Reporting to:	Director (Veterinary Sciences and Canine Therapies)
Working Hours:	Part Time (0.6 FTE)
Salary:	SCP 28 – 34 £34,463 – £39,943 (FTE) per annum, pro rata by hours worked
Annual Leave:	37 electable days, 8 statutory days

Job Purpose

To plan, manage and monitor the commercial and academic activities of The Canine Therapy Centre. To ensure that the Centre operates to the highest of industry standards and delivers an outstanding educational experience which inspire students to achieve. This role will be key in developing the range of industry relative canine therapy programmes and developing commercial opportunities that will raise the profile of the College's reputation as a Centre of Excellence in Canine Therapies.

1. Duties and Responsibilities of the Job

a. Implement the agreed strategy for the management of The Canine Therapy Centre to meet high industry standards.
b. Work with The Canine Therapy staff to develop commercial and full-cost opportunities within The Canine Therapy Centre.
c. Oversee the development of commercial opportunities linked to The Canine Therapy Centre.
d. Organise all commercial bookings for hydrotherapy and physiotherapy in The Canine Therapy Centre to ensure, efficiency in client care and high standards of animal welfare.
e. Maintain and keep up to date the records and appropriate documentation associated with all animals booked on The Canine Therapy Centre to ensure full legislative and health and safety compliance.
f. Work with the Director to support development of hydrotherapy courses in line with industry requirements
g. Lead on the delivery of all hydrotherapy programmes.
h. Ensure that the currency of programme-specific physical resources.
i. Maintain appropriate discipline levels in both staff and students when working in The Canine Therapy Centre and ensuring safe practice at all times.
j. Lead, manage and coach The Canine Therapy staff to ensure the Centre provides an excellent educational opportunity, sets exemplary industry standards and maintains high standards of Health & Safety, cleanliness, hygiene, and presentation.
k. Work with all staff to ensure the best possible bio-security arrangements at all times.

l. Provide clear strong management of The Canine Therapy staff ensuring all aspects of roles and responsibilities are adhered to. Maintain this through effective induction, monitoring, appraisal and performance management of staff.
m. Manage the rota to ensure that all duties, academic and commercial requirements and cross-college promotional activities are met.
n. Develop, implement, and monitor safe systems of work undertaken by The Canine Therapy staff and students.
o. Develop and maintain relevant industry links in coordination with the Director,
p. Actively manage The Canine Therapy Centre budget against agreed income and expenditure targets and ensure College resources are deployed effectively and efficiently to meet the demands of the business.
q. Ensure that stock levels of equipment and other materials are appropriate to the needs of the teaching and commercial activities.
r. Ensure that The Canine Therapy Centre premises are kept secure, and to lock/unlock facilities as necessary according to college activities.
s. Undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Director or Senior Management Team.

2. Programme Management

a. Lead on developing, delivering and enhancing teaching, learning and assessment for your allocated programme(s) in line with college strategy and programme aims and objectives.
b. Ensure programme content meets the full requirements of the Awarding Body and aims to meet the needs of the relevant sector.
c. In liaison with the Director, contribute to development of timetables providing high levels of student experience and meeting college resourcing targets.
d. Working with the Business team ensure applications are converted into student recruitment, completing the onboarding process for all students and reaching an agreed student number for each cohort planned.
e. Ensure students are enrolled on the correct programme(s) and registered on the correct qualification aims and correctly with and regulatory organisations (within required timeframes).
f. Coordinate Individual Training Plans and ensure appropriate targets are set to challenge and stretch students.
g. Ensure individual student learning needs are met by working effectively with staff in learning support and staff delivering on the programme(s).
h. Ensure schemes of Learning for allocated programme(s) are in place and purposeful and work with your programme team and Curriculum Manager to ensure these are used effectively.
i. Ensure a 10-week review programme is developed and embedded to support academic and employment skills development as well as developing personal and social skills and competencies, referring to British Values and safeguarding priorities.
j. In liaison with Director and with support from the Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.
k. Ensure all required elements of the student's programme(s) are included in their timetables.
l. Plan, organise, and coordinate in work readiness activities with students to support their development and progression to further study and employment.

m. Ensure verification procedures for programme(s) are conducted robustly, liaising with the Director as required.
n. Ensure all student grades, marks, meetings and comments are recorded according to college policy, using ProMonitor or other agreed formats.
o. Where applicable complete the process for all elements of the End Point Assessments for all students.
p. Utilise national benchmarks and comparative college evaluative data to ensure that appropriate student achievement targets are set and produce annual reviews of value-added performance for allocated programme(s).
q. Ensure the appropriate Virtual learning environment is utilised (MS Teams/Learning Assistant/SharePoint), populated and maintained to College expectations at all times by staff.
r. Teaching on the programme(s) and student use is audited to inform self-assessment quality improvement.
s. Monitor attendance for all students, student targets for improvement are set, ensure actions are taken and appropriate third parties are informed.
t. Devise, implement and monitor support strategies for student with learning needs ensuring staff deployment is effective and appropriate records are maintained.
u. Ensure the Student Veterinary Nursing Co-Ordinator responsible for the 10-week reviews, use effective recording procedures for monitoring and setting of SMART progress targets at regular intervals.
v. In conjunction with the Director, ensure all student qualifications are claimed on successful completion.
w. Make a positive and significant contribution to the quality of all programme aspects within college marketing and information material across all formats (web, print, presentation, etc).
x. In liaison with the Director, prepare an annual resource requirement plan to facilitate programme delivery.

3. Quality Improvement & Line Management

a. Coordinate programme review meetings and reports (to include a Quality Improvement Plan) for the programme(s) allocated as set out in the college quality cycle.
b. Lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
c. Encourage students to participate in student forums and surveys and any other feedback mechanisms as set out in the college student voice strategy.
d. Be accountable for programme(s) key performance indicators (KPIs) and their improvement.
e. Ensure and maintain standards and quality by engaging with and using the college quality systems.
f. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).
g. Ensure programme files are complete and up to date.

h. Co-ordinate and undertake the role of IV/IQA as required and devise and implement subsequent action plans as well as, where appropriate, manage and conduct professional regulatory requirements and standards for location placements.

i. Prepare for, and take a lead on, awarding organisation external quality processes with support from the Director or Vice Principal.

j. Contribute to the programme development by providing subject specialist information.

4. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.

b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
Must have a minimum of a Degree qualification in a relevant subject.
Substantial experience in the Animal Industry.
Strong record keeping skills with high levels of attention to detail.
Must have strong people management skills.
Clear verbal communication skills to enable the smooth running of the AMC and support for students.
Must have strong budget management skills.
An ability to be self-managed and work alone from time to time.
High professional standards in work and behaviour and demonstrate best possible practice.

CONDITIONS OF EMPLOYMENT

Teaching

This is a management post combined with programme management of the canine therapy courses. The post-holder may be required to cover other teaching absences within the division on an emergency basis.

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday and weekends on a rota basis with some flexibility required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays, pro rata. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.