



King's Hall School King's College
TAUNTON TAUNTON

Part of King's Schools Taunton Limited

Appointment of
Head of Equestrian

CONTENTS

- 3 An Introduction to King's College
- 4 The Role
 - General Responsibilities*
 - Management and administrative*
 - Teaching and learning*
- 5
 - Competitions*
 - Safety and wellbeing responsibilities*
 - Routine stable jobs*
 - Horses' Welfare*
 - Hours of work*
- 6 Person Specification
- 7 How to Apply



AN INTRODUCTION TO KING'S COLLEGE, TAUNTON

King's College is a thriving boarding and day school of approximately 490 pupils. It combines strong academic achievement, traditional values and excellent pastoral care with a progressive, modern outlook, providing girls and boys aged 13–18 with the opportunities, confidence and ability to reach their full potential within a happy and caring environment.

King's Hall Prep School (located some three miles away) combines with King's College to provide a continuous education from 2-18. The two schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record

of success in all areas. The school has regularly topped GCSE and A level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.

ABOUT TAUNTON

Taunton is the county town of Somerset, in the South West of England. It is a busy market town with excellent road and rail links, located between junction 25 and 26 on the M5, 25 minutes north of Exeter and 35 minutes south of Bristol.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

The fast West Country train service reaches Paddington in under two hours.

In their everyday life around the school, our pupils show the confidence to succeed, and the determination to give of their very best.



THE ROLE

General Responsibilities

- be responsible for the smooth running of the Equestrian Centre, and keep Senior Management fully informed on all significant matters
- be responsible for ensuring a suitable holiday placement for the school horses and any livery horses when the Equestrian Centre is closed i.e. 2 weeks of Easter break and 6 weeks of Summer break
- be responsible for the horses/ponies given into the care of King's Equestrian Centre (KEC) and to be involved in the routine of the yard
- ensure that the highest possible standards of care of all horse/ponies is achieved and maintained
- ensure the pupils' safety and have the pupils' best interest at heart
- ensure that duties of horse care and instruction allocated to other equine staff are carried out to the highest standard.
- communicate with livery owners, ensuring that attention to detail and individual requirements are balanced with practical care and attention.
- ensure comprehensive tack and equipment lists are made on arrival of horses/ponies and are updated as necessary.
- ensure in consultation with owners that all feeds are appropriately balanced and regularly reviewed
- responsible for the keeping of veterinary records of all horses, organising routine treatments and liaising with the vet.
- perform other duties which are commensurate with the level of the post and which may reasonably be required from time to time
- responsible for the buying and selling of King's ponies

Management and administrative

- liaise closely Orchard Portman Farm to ensure maintenance of required standards for the annual County Council Riding School Inspection
- ensure monthly invoices are agreed with Orchard Portman Farm and arrange necessary payment with the Finance Office
- keep accurate accounts of the equine budget, and have accounts available on request
- provide the Finance Office with information for recharging livery, riding lessons, clinics
- keep an attendance register of pupils riding, parents and pupils visiting
- keep a diary of important dates (farrier, medical, dental treatment)
- assist in the organisation of, and attend when required, promotional events for the Marketing and Admissions Department
- manage the staffing in the Equestrian Centre (Groom/Driver/Horse Riding Instructor)
- Ensure all ordering of hay, bedding, feed and equipment is done when appropriate

Teaching and learning

- teach or arrange the teaching of pupils in equitation
- teach or arrange the teaching of pupils in groups or individual lessons as and when is necessary
- teach or arrange the teaching of prep school lessons on Saturday mornings as part of their weekend activity programme
- to transport and supervise or arrange for transportation and supervision for pupils to school competitions if their horses are at the School Equestrian Centre
- participate in Heads of Sports meeting as advised by the Head of Sport
- to ensure all equestrian dates are entered into the school calendar
- to assist pupils with their GCSE PE through equine studies
- to monitor pupils progress and to write a report for parents

HEALTH & SAFETY AT WORK STATEMENT

It is the responsibility of all staff to be aware of their duties under the Health & Safety at Work Act and under specific local or departmental health & Safety policies.

Competitions

- renew National Schools Equestrian Association membership annually and confirm lists of King's Schools riders
- renew British Show Jumping Just for Schools membership and confirm lists of King's Schools riders
- make parents aware of up and coming competitions
- enter pupils for NSEA / BS competitions
- be the team manager at events or delegate as necessary
- provide the Head of Sport with a report on events
- provide pupils with suitable equestrian kit for both lessons and competitions
- recharge parents accordingly for entry fees

Safety and wellbeing responsibilities

- Ensure all health and safety requirements, insurance, fire prevention and other necessary safety measures are maintained and safety of staff and pupils is maintained at all time
- understand the major hazards, risks, compliance requirements and correct safe work procedures, including the reporting of hazards, risk and incidents.
- demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work, health and safety matters.
- ensure safe practice is followed at all times and the necessary reports are completed in the event of an accident

Routine stable jobs

- In partnership with Orchard Portman Farm to ensure that the stables, yard and surrounding areas are kept clean and tidy at all times
- Ensure horses are fed daily
- Ensure horses are watered daily
- Ensure horses have adequate weekly exercise
- Ensure horses have adequate turnout
- Ensure horses are warm, comfortable and protected
- responsible for the cleanliness and conditions of all tack, for identifying tack in need of repair and sending it appropriately labelled for repair

Horses' Welfare

- keep records and passports of horses
- ensure the horses' health, nutrition and medical treatments are up to date
- responsible for weekly checking of all horses'/ponies' feet, making a list of those requiring shoeing or trimming
- make sure horses are checked routinely for worms and are treated accordingly
- ensure equine and influenza vaccinations are up to date
- observe horse behavior, since the behavior of the horse may indicate health problems

Hours of work

Full time 40 hours per week, to include some weekends and evenings.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • BSH Stage 3 and/or similar qualification • Experience with working within an equestrian centre or the equine industry 	
Knowledge and experience	<ul style="list-style-type: none"> • Sound experience of riding horses • Sound experience of Instructing and teaching lessons • Confidence In working with horses • Equine first aid and welfare • Ability to follow risk assessments and ensure Health and Safety in the Equine Centre is adhered to 	<ul style="list-style-type: none"> • Experience of working within a School equestrian centre
Skills	<ul style="list-style-type: none"> • Recognition of the health and safety for being around large animals • Organisational • Communication skills • Microsoft Packages such as Outlook, Word and Excel 	
Personal qualities and abilities	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Caring, friendly nature • Genuine interest in horses and their care and well being 	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other, chosen, professionals

HOW TO APPLY

Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's College has its own pay scale and there are discounts at both King's Hall and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please write a brief letter of application, addressed to the HR Manager, and complete the application form enclosed and send by email or letter to:
Craig Sweet
HR & Payroll Officer
King's College, Taunton, Somerset, TA1 3LA

01823 328105
csweet@kings-taunton.co.uk
www.kings-taunton.co.uk

The closing date for applications is 5.00pm Wednesday 8 December.
Interviews will be held w/c 13 December. Successful applicants should allow half a day for interview process





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