

# The Royal Alexandra and Albert School

## Equine Director Job Description



**Post Title:** Equine Director

**Responsible to:** Deputy Head Co-Curricular and Boarding

**Job Purpose:**

The purpose of the role is to develop the equine activities at the school to achieve a revised set of taxing objectives set by Trustees.

- To be a strong USP for the school attracting pupil, both boarders and flexi boarders, applications for places at the school. This will be achieved through an excellent and marketable reputation.
- To provide a range of equine activities to develop not only equine skills but a range of transferable skills for life.
- To ensure the equine activity at the school breaks even while providing beneficial rates to school pupils.

To achieve these objectives a rapid period of expansion is required opening lessons and equestrian focused activities to the public.

**Hours of role:** There roles will be between 25 and 40 hours per week and 52 weeks per year (less statutory and 5 weeks holiday) The job holder will be expected to work some time at weekends to be agreed

**Staff Management:** The role will have three direct reports roles Head Groom, Senior Instructor and an Administrator.

### Key Functions and Responsibilities

#### A) Programme management

- To define the programme the equestrian centre offers both to school pupils and the wider community.
- To develop and implement lesson plans and programmes for riders and all abilities, tracking and reporting on pupil progress.
- The programme is expected to be different in term time to school holidays / week-ends.



**Ambition**



**Courage**



**Integrity**



**Respect**

- Promote the equestrian centre programme through working with school marketing and outreach efforts. Marketing should be focused both internally and externally
- To provide a programme that supports as many children at the school as possible rather than just those who are keen riders
- Working with third party organisations
- Developing school teams for Pony Club centre and NSEA competitions
- Exploit opportunities to use the equestrian centre within the school curriculum

## **B) Commercial Management**

- Work with finance term to set budgets by activity with the objective of ensuring the equestrian centre breaks even while offering discounted lessons and priority to current school pupils. (pupils designated as foundationers will receive funding form the foundation for riding activity)
- Monitor capacity, revenue and expenditure budgets and take appropriate action where not in line or better than budget.
- Ensure correct administration of the equestrian centre budgets and transactions.
- Work with IT dept to select and operate a suitable stables management system.
- Ensure the correct level of staffing for the activities.
- Consider and propose new commercial activities and models as and when the job holder feels there are opportunities which could provide benefits.

## **C) Staff Management and Development**

- Recruitment, training, management and review of all equestrian centre staff.
- Develop instructors with ongoing support, advice, training and monitoring
- Develop a pool of volunteers to assist largely with school and where appropriate other riding activities and ensure compliance is fully adhered to for all volunteers.
- Ensure that all equestrian centre staff have and maintain appropriate levels of training for their roles.



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#### **D) Overall Equestrian Centre Management**

- To ensure the use of the equestrian centre at RAAS is maximised within the resources available, being conscious of the welfare of horses.
- To oversee, with the support of the Head Groom, a high standard of horse welfare and care.
- To oversee with the senior instructor an appropriate lesson schedule with the right instructor for the activity.
- To ensure the equestrian centre has the right horses for the activities and students. This will involve buying (or otherwise acquiring through loan etc) and moving horses on.
- To ensure the facilities of the equestrian centre are in a good state of repair are all compliant including (but not limited to) equipment, tack, safety equipment, buildings, fences and paddocks.

#### **E) Compliance, Safeguarding, Health and Safety**

- To maintain overall responsibility within the equestrian centre for safeguarding supported by the school safeguarding team.
- To maintain overall responsibility within the equestrian centre for health and safety supported by the schools Health and Safety officer.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the school;

#### **Qualifications and personal qualities**

- BHSI or stage 5
- Minimum of 7 years coaching experience
- Strong commercial stables management and horse care background.
- A passion for education, horses and riding.
- A calm approach to both horses and interactions with others
- Strong leadership and Management skills
- Excellent communications and interpersonal skills



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- Ability to work well in a team environment

The Job holder should embody the schools core values of ownership, respect, aspiration and honesty and have the ability to encourage perseverance and resilience in the student body.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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Respect