

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Riding Instructor		
<b>GRADE:</b>	SC1-SC5	<b>SCP RANGE:</b>	SCP1 –SCP17
<b>SECTION:</b>	Lee Valley Riding Centre	<b>DIRECTORATE:</b>	
<b>POST LOCATION:</b>	Lee Valley Riding Centre		

<b>CRB REQUIREMENT:</b>	Yes	<b>CRB LEVEL:</b>	Enhanced Disclosures
-------------------------	-----	-------------------	----------------------

<b>ACCOMMODATION:</b>	
-----------------------	--

<b>DRIVER'S LICENCE &amp; BUSINESS USE INSURANCE REQUIREMENTS:</b>	None
<b>CAR ALLOWANCE:</b>	Not applicable
<b>BUDGET LEVEL:</b>	

<b>REPORTING TO:</b>	Riding Centre Manager	<b>POST No.</b>	
<b>RESPONSIBLE FOR:</b>		<b>POST No.</b>	

<b>POLITICALLY RESTRICTED POSTS:</b>	No
--------------------------------------	----

### PURPOSE OF ROLE

Lee Valley Riding Centre in Leyton, East London, is a BHS accredited riding school, training centre and livery yard. Our riding school has 60 horses and ponies working at a variety of levels for riders from complete beginners to BHS Stage 3.

You will need experience of working on a commercial riding school. You will provide riding lessons and lectures to customers and Working Pupils. You will assist our team of staff to provide the best possible care to our horses. You will work under the guidance of our Yard Manager, meet deadlines, work reliably and responsibly and be a key part of our dedicated team. An ability to develop a rapport and create a positive experience for customers is a must, as are great communication skills to enable you to engage with our wider team of managers, customer service assistants and working pupils.

#### Key requirements and duties:

- Providing riding instruction at all levels, including working with children, adults and customers with special needs. Teach group and private lessons including lead rein, flatwork and jumping.
- Assisting the Yard Manager in training our Working Pupils for BHS assessments
- Working shifts including evening and weekend work
- Assisting the Yard Manager in ensuring that the yard is run efficiently and that the welfare of

<p>all the horses in the centre is maintained</p> <ul style="list-style-type: none"> <li>• Assisting in the running of shows, customer competitions and BHS Assessment days</li> <li>• Undertaking all manual tasks associated with the running of a stable yard, working as part of the team to achieve consistent standards to deadlines</li> <li>• Undertaking training and development consistent with your post</li> </ul>
<b>KEY RESPONSIBILITIES AND DUTIES</b>
<b>PEOPLE RESPONSIBILITIES (EXTERNAL – INCLUDING MEMBERS)</b>
<ul style="list-style-type: none"> <li>• To provide instruction to a wide range of customers of all ages and abilities, including riding instruction and stable management training.</li> <li>• To ensure the Authority’s Health &amp; Safety and child protection guidelines are met by all customers and visitors of the Riding Centre.</li> </ul> <p>To provide a point of contact for customers and the wider general public, including answering queries and bookings by telephone, email or in person.</p>
<b>PEOPLE RESPONSIBILITIES (INTERNAL – INCLUDING CONTRACTORS &amp; VOLUNTEERS)</b>
<ul style="list-style-type: none"> <li>• To assist the Riding Centre Manager with the efficient, effective and safe daily operation of the Riding Centre, including assisting in the tack shop when required.</li> <li>• To support the Riding Centre Manager with administrative tasks and promotional activities.</li> <li>• To assist the Yard Manager with the efficient and effective daily operation of the stables and yard.</li> <li>• To plan for instruction sessions and events, including ensuring resources, Health &amp; Safety and child protection demands are met.</li> </ul>
<b>FINANCIAL RESPONSIBILITIES</b>
<b>OTHER RESOURCES RESPONSIBILITIES</b>
<b>GENERAL</b>
<ul style="list-style-type: none"> <li>• The above duties may be varied.</li> <li>• Carry out all duties with regard to relevant legislation and the Authority’s policies and procedures including:- <ul style="list-style-type: none"> <li>○ The Health &amp; Safety Policy</li> <li>○ The Standing Orders and Financial Regulations</li> <li>○ The Equal Opportunities Policy and related policies</li> <li>○ The Environmental protocols and related policies</li> </ul> </li> </ul>

**KEY CONTACTS**

<b>INTERNAL CONTACTS / PURPOSE</b>	<b>EXTERNAL CONTACTS / PURPOSE</b>
<ul style="list-style-type: none"> <li>• Riding Centre Manager for guidance and work planning.</li> <li>• Other Riding Centre colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Customers and visitors to the Riding Centre as customers.</li> <li>• The general public to provide information.</li> </ul>

**Lee Valley Regional Park Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.**

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-holder, it is liable to variation by management to reflect or anticipate changes in the job.

**PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Riding Instructor
-------------------	-------------------

<b>KNOWLEDGE AND SKILLS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge</b>	<b>Knowledge</b>
<ul style="list-style-type: none"> <li>Literate at GCSE qualification level C or higher or equivalent in experience and/or qualification (NVQ level 2) in order to maintain accurate records.</li> <li>Numerate at GCSE C level or higher or equivalent in experience and/or qualification (NVQ level 2) in order to plan and schedule use of horses.</li> <li>Expert knowledge of instructing people in horse riding and stable practices.</li> <li>Working knowledge of equine and equestrian equipment and machinery.</li> <li>Working knowledge of Health &amp; Safety and child protection legislation and regulations.</li> </ul>	
<b>Qualification</b>	<b>Qualification</b>
<ul style="list-style-type: none"> <li>GCSE English and Maths qualification grade at level C or higher or equivalent in experience and/or qualification.</li> <li>British Horse Society Preliminary Teaching or Intermediate Instructor qualification or higher or equivalent in experience and/or qualification.</li> <li>BHS AI essential</li> </ul>	
<b>Experience</b>	<b>Experience</b>
<ul style="list-style-type: none"> <li>Proven experience of teaching or tutoring students of a wide range of ages and mental and physical abilities.</li> <li>Demonstrable experience of maintaining child protection and Health &amp; Safety regulations.</li> <li>Proven experience of working in a multi-cultural or multi-ethnic environment.</li> <li>Verifiable experience of working in a stable yard or riding school.</li> <li>Demonstrable experience of working with organisational procedures and guidelines, including Health &amp; Safety, employee handbook and policies.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a large public sector organisation.</li> <li>Extensive and verifiable experience in a riding school</li> <li>Experience of working on a large commercial yard</li> </ul>

<b>Problem Solving / Decision Making + Mental Skills</b>	<b>Problem Solving / Decision Making + Mental Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to identify, analyse and solve varied problems and develop solutions independently and in co-operation with others.</li> <li>• Demonstrable ability to develop and execute plans independently and in co-operation with others.</li> <li>• Demonstrable experience of effectively dealing with complex, sensitive and varied customer demands.</li> <li>• Verifiable ability to prioritise conflicting demands</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to take responsibility and accountability for own actions.</li> </ul>
<b>Communication</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to exchange information concisely and intelligently, either written or orally, with a varied audience.</li> <li>• Demonstrable ability to establish rapport easily and to reach positive resolutions to issues.</li> <li>• Proven ability to train or delegate colleagues in their tasks and achieve lasting results.</li> <li>• Verifiable ability to negotiate, influence or persuade others for results.</li> </ul>	
<b>Physical skills</b>	<b>Physical skills</b>
<ul style="list-style-type: none"> <li>• Verifiable ability to ride a horse safely and responsibly, both on the flat and over fences.</li> <li>• Demonstrable ability to handle specialist horse-related tools (e.g. clippers, billy goat).</li> </ul>	
<b>EFFORT AND DEMANDS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Mental demands</b>	<b>Mental demands</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to work under work-related pressure (deadlines, priorities) on a weekly basis.</li> <li>• Verifiable awareness of the needs of customers in an educational environment.</li> <li>• Verifiable accuracy in checking, reporting and completion of administrative tasks.</li> <li>• Demonstrable ability to focus on an issue at hand in a distracting environment on a daily basis.</li> </ul>	

<b>Physical demands</b>	<b>Physical demands</b>
<ul style="list-style-type: none"> <li>• Proven ability to ride horses for several hours on a daily basis.</li> <li>• Demonstrable ability to lift or move goods with the help of mechanical aids.</li> </ul>	
<b>Emotional demands</b>	<b>Emotional demands</b>
<ul style="list-style-type: none"> <li>• Proven ability to deal with the emotional demands of others on a daily basis.</li> </ul>	
<b>Work Environment</b>	<b>Work Environment</b>
<ul style="list-style-type: none"> <li>• No objection to some exposure to a disagreeable, unpleasant and hazardous working environment for several days per month (involving materials, sensations, biological sources and people).</li> </ul>	
<b>Other requirements</b>	<b>Other requirements</b>
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• First Aid qualification.</li> </ul>