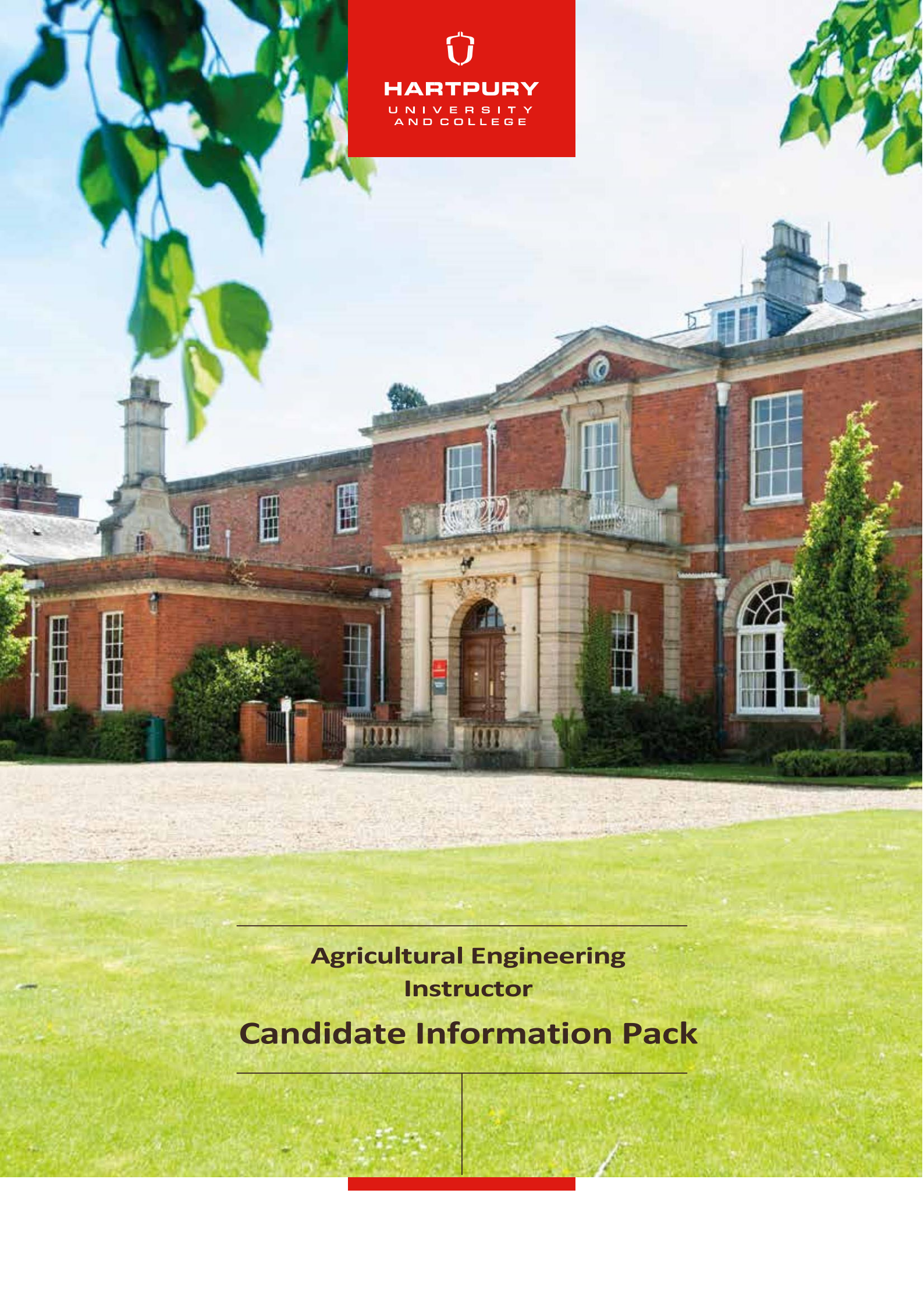




**HARTPURY**  
UNIVERSITY  
AND COLLEGE



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**Agricultural Engineering  
Instructor**

**Candidate Information Pack**

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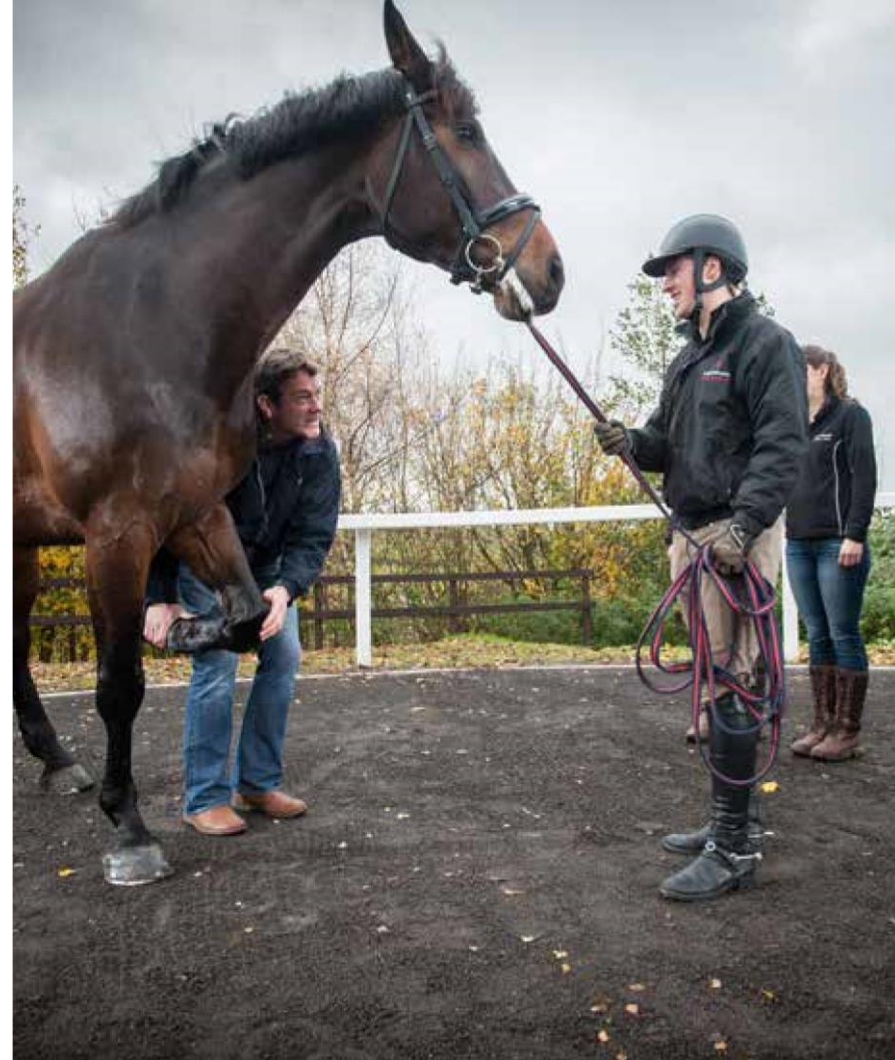
# Strategic Priorities

**Being the best we can be**

Hartpury will be relentless in the pursuit of excellence, building upon its reputation as a world-class provider of specialist further and higher education.

- To develop our high academic standards we will:**
- Retain our TEF Gold and our Ofsted Outstanding ratings
  - Attain sector leading student satisfaction scores
  - Contribute to new knowledge and transfer into practice, at national and international levels
  - Continue to aim for the best possible student experience





## Inclusive in all we do

We will create an inclusive and accessible environment that promotes respect for our students, staff, and the wider community.

### Through our culture and frameworks we will:

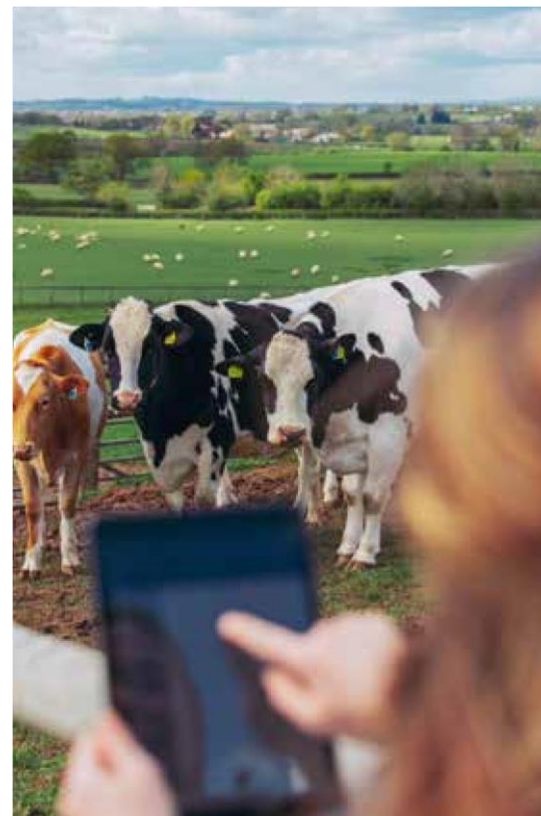
- Pro-actively recognise and promote equality, diversity and wellbeing within our community
- Support students from under-represented groups to access, succeed and progress at Hartpury
- Strive to achieve and sustain sector leading student and staff retention rates
- Commit to listening to the student and staff voice and utilising it to enhance activity.

## Building strength through partnerships

Our development will be enabled through effective partnerships and collaborations with those who share our vision for the future.

### As a result of effective partnerships we will:

- Create Hartpury College and Hartpury University side by side on the same campus, with parity of esteem
- Work in partnership with our students, staff and parents, supporting them to achieve their full potential
- Drive forward successful centres or hubs, to support the sharing of best practice and research in the agriculture, equine, animal and sports industries
- Contribute to economic and community development within our region
- Work closely with employers and industry to shape the specialist education we provide





# About the role

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**Post:**

Agricultural Instructor      Engineering

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**Department:**

FE Agriculture

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**Reporting to:**

Head of FE Agriculture

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**Salary:**

£12,454 per annum based on an FE of £20,758 per annum

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**Hours per week:**

22.5 hours per week

*Term time only, over 5 days would also be considered.*

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**Contract Type:**

Permanent

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**Annual Leave:**

25 days, pro rata plus bank holidays rising to 30 days with length of service

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**Probationary Period:**

6 months

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**Main Purpose of the Role:**

Responsible for instructing and assessing students and for assisting with the planned maintenance and upkeep of the Hartpury's agricultural machinery.

**Main Duties & Responsibilities:**

1. Preparing for, instructing and demonstrating a range of practical skills and techniques relevant to agricultural courses or programmes of study.
2. Assist with the maintenance and repair of agricultural machinery.
3. Ensure that Hartpury's policies on Health, Safety & Wellbeing are implemented and monitor systems of work in order to achieve a safe working environment
4. Maintain working areas and machinery in a safe and tidy condition
5. Supervision of students undertaking the development and consolidation of practical skills.
6. Instruct and assess, if appropriate, agricultural students in driving and farm maintenance related skills leading to BTEC and vocational qualifications.
7. Liaise with academic staff to ensure all practicals are set up and organised in advance of the session.
8. Provide ongoing feedback to students and trainees to maintain appropriate standards of work.
9. Preparation of tools, equipment, machinery and work areas for practical sessions.
10. Promote team-work and motivation amongst students.
11. Take part in programme team meetings and other meetings as required.
12. Develop and maintain industrial and vocational links on behalf of the Department.

**Teaching Posts Only**

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity

**Other Reasonable Duties:**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.



# About the person

|                                       | Essential   | Desirable                                       |
|---------------------------------------|---|---|
| <b>Attainments and Qualifications</b> |   | Previous experience in an education environment |
| <b>Previous Experience</b>            | <p>Experience of a wide range of agricultural machinery</p> <p>Be able to demonstrate best practice of machinery to students</p> <p>Ability to work individually as well as a member of the team</p> <p>Ability to perform manual handling tasks in sometimes challenging environmental conditions</p> <p>An understanding of safeguarding and its importance in an educational environment</p> |   |

|                                 | Essential  | Desirable |
|---------------------------------|--|-----------|
| <b>Behavioural Competencies</b> | <p><b>Excellence</b><br/>With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'cando' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customer.</p> <p><b>Champion Change</b><br/>With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.</p> <p><b>Responsibility</b><br/>We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.</p> <p><b>Working Together</b><br/>We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.</p> <p><b>Trust and Respect</b><br/>We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.</p> |           |



Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.



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# About the person

## Safeguarding

Hartpury recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected. You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

## Equality, Diversity and Inclusivity

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity. Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

## Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury's Health and Safety Policies and Procedures.







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