

## **JOB DESCRIPTION**

**SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE**

**ASSOCIATE STAFF – GENERIC**

**STAFF NAME:**

**POST TITLE: FARM ASSISTANT**

### **1 - JOB PURPOSE AND ACCOUNTABILITY**

- 1.1 The daily management of the school farm and conservation area.
- 1.2 Making the farm and surrounding areas a teaching resource and curriculum support for the school, the local and wider community.
- 1.3 Your immediate responsibility is to:
  1. The Farm Education Manager.
  2. All staff are ultimately responsible to the Principal.

### **2 - GENERIC – ASSOCIATE STAFF**

- 2.1 All staff play a part in the establishment and on- going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

### **3 - GENERAL – APPRAISAL PROCESS**

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
  - A target based on the School Improvement Plan
  - A target which will encourage personal and professional development

### **4 - SPECIFIC DUTIES – FARM ASSISTANT**

- 4.1 Ensure that all livestock are adequately fed, watered and cleaned out within animal welfare guidelines in accordance with the Animal Welfare Act 2006 and the Code of Recommendations for the Welfare of Livestock.
- 4.2 To support the Farm Manager in ensuring that all animal records including calf passports, animal movement and veterinary medicines are registered in accordance with DEFRA and the Trading Standards regulations.
- 4.3 To assist the Farm Manager at markets and with the purchase and sale of livestock.
- 4.4 To assist the Farm Manager by keeping accurate income and expenditure farm accounts
- 4.5 To help deliver farm events on site, extra-curricular classes and Farm open days.
- 4.6 To assist with the running of The Young Farmers, as required.
- 4.7 To assist the Farm Manager by maintaining all administrative records for the farm.
- 4.8 To support the school in the promotion of the Farm and conservation area.
- 4.9 To help facilitate activity/family learning days throughout the academic year and support with master classes.
- 4.10 To assist in the delivery of the farm development plan.
- 4.11 To assist the Farm Manager in building curriculum links with departments across the school to support teaching and learning.

### **5 - SPECIFIC DUTIES – HEALTH & SAFETY**

- 5.1 To support the Farm Manager to carry out risk assessments for all areas of the farm and conservation area with respect for employees, students, visitors, volunteers and anyone else having business on the farm.

- 5.2 To support the Farm Manager to review and update farm related risk assessments as and when required.
- 5.3 To ensure all farm equipment, machinery, medicines, chemicals etc., are securely and safely stored.
- 5.4 To undertake all duties having regard for all relevant Health & Safety regulations.

**Note**

- 1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.