

# Ruskin Mill Trust (the Trust)

## Job Description

<b>Role:</b>	<b>Fish Farm Tutor with Technician Responsibility</b>
<b>Field of Practice:</b>	<b>Biodynamic Ecology (Field 2) Practical Skills &amp; Therapeutic Education (Field 4)</b>
<b>Role Reference No:</b>	<b>RMT090701</b>
<b>Grade:</b>	<b>8 - 10 (MS2 - MS4)</b>
<b>Responsible to:</b>	<b>Fish Farm Manager</b>
<b>Location:</b>	<b>Ruskin Mill College</b>

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### Job Purpose

To deputise manage the day-to-day running of the fish farm and overseeing of all areas of the fish processing operation whilst organizing appropriate work for students and staff, ensuring the application of biodynamic agriculture principles and methodology.

To be responsible for delivering teaching and training with a therapeutic and supportive approach, wherever possible linking students learning activities through a methodology of the Trust, Practical Skills Therapeutic Education.

To instil enthusiasm and enjoyment into the learning process in such a way that can lead to increased self-esteem and enhanced engagement in learning.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

The post holder will be expected to embrace, articulate and work with the Trust's spiritual architecture.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

Evening and weekend working will be required.

## Corporate Contribution

The role holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

## Main Duties

1. To help and at times deputise for the Fish Farm Manger to manage the day-to-day running of the fish farm and fish processing and to create an appropriate learning environment to support the learning and development needs of individual students as well as groups of students.
2. To be responsible for delivering teaching and learning by working closely with Learning Assistants to:
  - a. plan sessions to incorporate PSTE effectively with biodynamic (BD) principals and methodologies and integrate them into all aspects of the operation of the fish farm to progress students towards their short, medium and long term outcomes
  - b. input data capture for their students
  - c. mitigate safeguarding risks through differentiated lesson planning for the varying student profiles in each session
  - d. differentiate within their planning in relation to the three stage process of the PSTE curriculum
3. To communicate consistently and effectively with all the relevant teams throughout the provision in order to contribute to each student's study programme, curriculum and progression towards outcomes.
4. To ensure that session planning and the development of schemes of work (SOW's) embed the interconnectedness of their craft within the provision as well as the social enterprise.
5. In line with the Trust's education planning cycle:
  - To plan your activities for each timetabled session, producing regular written plans and setting goals and outcomes;
  - To assess and record the progress of students against targets, goals and outcomes delineated in the planning documents;
  - To report in writing/verbally on individual student progress at least once every term and for their annual reviews (and for other meetings/reviews as required);
  - To take an active part in designing and implementing accreditation of student achievements.
  - To embed appropriate functional skills teaching and learning into all sessions.
7. To familiarise with student background information, profile and risk assessment wherever reasonably possible.
8. To have an extremely high regard for quality of aesthetics and presentation of the fish farm, fish processing workshop and products that they produce. To ensure best practice in customer service at all times and to work with the Fish Farm Manager to set up customer analysis systems to facilitate the regular revision of the operational plan.
9. To take in an active role in in maintaining, improving and understanding the flow forms at the fish farm

10. To ensure the fish farm maintain the health and welfare of all stock, which includes livestock breeding, rearing and finishing.
11. To ensure that the output of produce from the fish farm is appropriately preserved and packaged for sale and meets all food hygiene standards.
12. To ensure that there is appropriate stock of feed, supplies and resources to maintain the fish farm and livestock at all stages of their life cycle.
13. To maintain and monitor the quality of produce from the fish farm, whatever stage of production.
14. To understand the implications of weather and predators and make contingency plans, as appropriate.
15. To ensure that the Trust's health and safety framework is followed during all activities undertaken as part of the fish arm operation which, includes:
  - Regular monitoring and review of potential hazards and risk assessments;
  - First aid procedure and equipment;
  - Fire precaution and equipment;
  - Manual Handling assessments;
  - COSHH regulations and assessments.
16. To ensure the highest standards of food safety and hygiene in relation to food processing
17. Keeping detailed and accurate records for all areas, water quality, abstraction, feed and sales
18. To comply with the Trust's Manual Handling Policy and Practice.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.

11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the role.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.

### **Staff Management and Supervision**

The Fish Farm Tutor does not have line management responsibility but might be to need to supervise staff, volunteers and apprentices working on the fish farm.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Role Revision**

This role descriptor should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the role may be varied from time to time in response to changing circumstances. This role descriptor does not form part of the contract of employment.

Where the role holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification

**Position:** Fish Farm Tutor with technician responsibilities

The following are the criteria that will be used for Shortlisting

The qualifications, skills and experiences that we are looking for are:

<b>Qualification, Skills and Experience</b>	<b>Essential/Desirable</b>
Qualification or working towards a recognised qualification in Biodynamics	Highly desirable
Teaching Qualification L4 or above	desirable
Experience of working in land based role with responsibility for livestock.	Essential
Experience of working in a similar, physically demanding and outdoor role	Desirable
Experience of working with vulnerable adults and children	Desirable
Excellent verbal communications skills with the ability to engage and communicate with a variety of people from different backgrounds	Essential
Proven ability to quickly familiarise with new land based machinery, implements and tools and prolong their life through correct usage and storage	Essential
Ability to demonstrate openness and an eagerness to complete projects and develop the provision in line with the Trust's vision and values	Essential
Commitment to promoting the safeguarding and welfare of all residents and service users	Essential
Willingness to work flexibly with the team, service users and other roles across the Trust to ensure that projects and tasks are completed to a high standard and within deadlines	Essential
Ability to manage and interact with others in a participative manner in relation to staff and students	Essential
A valid and clean driving licence	Essential

## Training and Development Requirements

Position: Fish Farm Tutor with technician responsibilities

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Name	Timescales for completion	Length of programme
Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
Management of Actual and Potential Aggression (MAPA)	At first available opportunity	1 day
PREVENT training	Within 1 week of commencing role	Online - about 1 hour
Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
Equality and Diversity	Within 3 months of commencing role	2 hours
To attend training specifics for the role in relation to managing the smokehouse and fish farm	At first available opportunity	With 3 months
Ruskin Mill Trust Biodynamic Training Programme	Within 2 years	2 years
Ruskin Mill Trust Food and Nutrition Course	Within 2 years	2 years