



NATIONAL HORSERACING COLLEGE
JOB DESCRIPTION

Ref: HR1-63
Date: 14/08/2026
Revision: 3

POST TITLE: Assistant Yard Supervisor

DEPARTMENT: Training

LINE MANAGER: Training Manager

DATE COMPILED: 18 Aug 2026

GENERAL

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and: -

- with full regard for the College's equality and diversity, health and safety, safeguarding children & young people, Prevent Duty, and British Values requirements.
- to achieve individual and team targets assigned through the College's annual planning and staff appraisal processes.
- subject to the College's approved strategies, policies, and procedures.
- any breach of confidentiality in relation to the sensitive information, College staff or learners, is considered a dismissible offence.

This job description sets out the duties anticipated of the post at the time of preparation. Managers may vary these as the role evolves. Consultation with the post holder will take place before changes are made to the duties and responsibilities. This job description will be subject to annual review as part of the staff appraisal process.

ROLE & RESPONSIBILITIES

The Assistant Yard Supervisor is accountable to the Lead Yard Supervisor for the care and welfare of the horses, and with assisting the Horseracing College Programme and Equine College Programme instructor teams with ensuring that the equine facilities are kept in a tidy and safe condition.

The Assistant Yard Supervisor will work as one of three postholders on four days out of seven rota and shall be required to work one complete weekend, (Saturday and Sunday) in two.

MAIN DUTIES

1. Yard support

- 1.1 To be accountable to the Lead Yard Supervisor and **Senior Instructor** for the care and welfare of the horses.
- 1.2 To assist the Lead Yard Supervisor with the feeding, watering, turning out / bringing in and general care of the horses at the College.
- 1.3 To assist the Lead Yard Supervisor with ensuring that we have enough tack, equipment, feed, straw, and other items required for the efficient running of the College. Liaising with the Lead Yard Supervisor over the purchase of such items.
- 1.4 To provide on-site supervision of horses on evenings and at weekends when required, dealing with emergencies should any occur.
- 1.5 To Inform the Lead Yard Supervisor when a horse requires shoeing so they can be added to the list for the farrier.
- 1.6 To assist the Lead Yard Supervisor with the worming programme including worm count sampling and administration of worming medication.
- 1.7 To assist the Lead Yard Supervisor and or Senior Instructor with organising veterinary care for the horses.
- 1.8 To be responsible for sole yard and learner supervision on Saturday (pm), Sundays and bank holidays when required.
- 1.9 To drive a tractor and empty muck trailers when required.
- 1.10 To reinforce and assist with the delivery of both theory and practical horse care activities / sessions within the Foundation Course curriculum, by means of demonstration, teaching, and ensuring safe practice.

2. Leaner Support

- 2.1 To supervise and provide pastoral care and guidance to learners when appropriate.
- 2.2 To support and encourage learners to access any additional support as required.
- 2.3 To apply the learner disciplinary process when necessary.
- 2.4 To attend regular team meetings to ensure the integration of team activities.
- 2.5 To ensure learner views are fed back to the Foundation Course Instructors and Senior Instructor as appropriate.

3. Professional

- 3.1 To contribute to self-assessment (SAR), review exercises and other learning activities.
- 3.2 To contribute to the continuous development of the foundation course provision, i.e. improving quality standards, adapting provision to meet changing needs etc.
- 3.3 To contribute to the whole organisation approach to Skills for Life
- 3.4 To contribute to continuous improvement and the sharing of good practice across the college.
- 3.5 To participate in formal and informal professional development activities to enhance contribution.
- 3.6 To contribute to the maintenance of a positive and motivating learning environment.

OTHER DUTIES

To work as a member of the Operations team, undertaking any additional duties commensurate with the grade of the post that may be required in addition to those already stipulated.

RISK ASSESSMENT

A risk assessment has identified that the following hazards are associated with the undertaking of the duties and responsibilities of this post.

☒ regular visual display unit (VDU) use	☐ normal vision/normal colour vision* is essential
☒ driving vehicles	☒ working in a noisy/dusty* atmosphere
☐ preparing, handling or cooking food	☒ use of/working near* machinery
☐ working in a food preparation area	☒ use of hazardous substances
☒ lone working	☐ working at heights
☐ other – <i>please specify</i>	

* delete as appropriate

POST HOLDER'S AGREEMENT

I understand and agree to the duties and responsibilities of this post.

Post Title:	
Name (please print)	
Signed:	Date:

Send a signed copy to Human Resources for your personal file.