



CLAIRE'S COURT

Application Pack

Outdoor Education Instructor

Required as soon as possible

Our School

Our curriculum extends far beyond the basics and offers myriad opportunities and stimuli. Our students experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18) **College Avenue**



Junior Boys (4-11) The Thicket, **Maidenhead Thicket**



Senior Boys (11-16) **Ray Mill Road East**



The Role

We are seeking to appoint an energetic and hard working part time instructor, to join our Outdoor Education department delivering across all divisions within the School as soon as possible.

The ideal candidate will be able to coach sailing, canoeing and kayaking (if suitably qualified) and there will be opportunities to lead DofE expeditions and deliver other activities.

Strong applicants will have higher NGB qualifications in either Sailing or Paddle sports. Applicants should be a confident user of IT and have ideally worked in a school environment.

This is a fixed term post until early April 2022 for 30 hours per week during term time. The department typically operates Monday through Friday afternoons during term time, but some Saturday/full weekends and some school holiday work may be required. **Salary: c£13 an hour.**

Claire's Court has a vibrant community of staff who spark off one another, share ideas, and come together to help pupils thrive academically, pastorally and in extra-curricular areas.

Department Overview

The Outdoor Education (OE) Department encompasses a dedicated team of 2 full time and 7 part time staff to deliver sailing, canoeing and kayaking to students as both a sports option during curriculum time and an afterschool activity; a DofE (Duke of Edinburgh) team made up of staff across the school's 3 sites delivering training and expeditions; and providing support across the schools to deliver or advise on a number of further outdoor activities including kayaking, raft building, team building, orienteering and bush craft.

Currently 11 staff are members of the department and in addition the department works with senior staff across all schools. The school is seen as a leading deliverer of sailing and there is a number of staff within the department who are regarded as experts in their field. The department is able to deliver national level courses and qualifications in the sector. We have our own sailing base with a large selection of boats and a new paddling and rowing base on the River Thames.

We offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.

Job Specification

Job Overview

An instructor of Outdoor Education will work alongside the existing team, to ensure that a full and structured sailing, canoeing and kayaking program is delivered to the students, from beginner through to competitive events and touring.

If suitably qualified, the post holder will be involved in the delivery of the DofE expedition training and supervision for Bronze, Silver and Gold and the delivery of our sailing, canoeing and kayaking program.

The department attends a minimum of 8 sailing fixtures/events, runs around 8 DofE expeditions and 2-3 sailing training camps per year, some of which the post holder will be required to attend. In 2021-2022 we aim to start attending canoe & kayak competitions and run weekend river trips.

Key responsibilities

- To be involved with the delivery and teaching of all assigned sessions.
- Ensure that at the end of each day you are aware of any defective equipment and you follow the notification procedure.
- To be the senior/Lead instructor for sessions when required.
- To ensure that equipment (boats and covers) is maintained and kept clean.
- Inform the Head of OE when equipment and fittings are reaching end of life and will require replacement.
- To ensure that all boats are rigged as per manufacturer guidelines and this is only deviated from with the agreement of the Head of Outdoor Education.
- To ensure that the stores and workshop are kept clean and tidy.
- To ensure that all accidents and near misses are reported in line with school policy and that the head of outdoor education is informed
- To produce the required academic reports for students who elect for water activities.
- To have a good working knowledge of the STOPs for the activities you deliver.
- To be available for a minimum of 3 weekend days per half-term to support racing events and residential trips.
- If required attend the annual residential sailing/activity week.
- To ensure that at the end of each day the club building and site is left clean, tidy and secure.
- To have a good working knowledge of the Standard Operating Procedures for the activities that you deliver
- Ensure that where qualifications require personal standards and/or coaching hours to be logged, these standards are maintained and a log kept and made available for inspection when required.
- To notify the Head of Outdoor Education of any CPD requirements for the following academic year at the end of the Easter break.

General Responsibilities

- Work safely for own protection and the protection for others (see also Health and Safety policy).
- Be responsible for safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
- Complete and attend all safeguarding and child protection training as required by the school.
- Ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

All responsibilities outlined in this job specification are subject to review and change from time to time and the job-holder may be directed to undertake alternative duties at the direction of Line Management.



Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

REQUIREMENT	ESSENTIAL	DESIRABLE
Education, training and qualifications	<ul style="list-style-type: none"> - RYA Dinghy Instructor or Paddle Sports Instructor - A current First Aid qualification relevant for awards held 	<ul style="list-style-type: none"> - BCU Level 1 paddle sport instructor - RYA Race Coach Level 2 or higher - RYA Senior Instructor - BC Level 2 Coach Award Canoe & Kayak Sheltered Water - BC Level 2 Coach Award Stand Up Paddleboard Sheltered Water - Either Basic Expedition Leader Level 3, MLTB Lowland Leader or higher - Other outdoor NGB qualifications e.g. RYA, BCU, MLTB - A recognised teaching qualification at Level 4 or higher - Holds a full D1+E license (for hire and reward) including CPC
Knowledge and understanding	<ul style="list-style-type: none"> - Thorough understanding of current education policies and practice, particularly relating to Safeguarding and Health and Safety - Is willing to attend internal and external training courses for continuous development 	
Experience	<ul style="list-style-type: none"> - Experience of running a full and structured sailing or canoeing program 	<ul style="list-style-type: none"> - Experience of working in a school environment - Experienced Dingy or Canoe racer - Experience as a D of E walking expedition supervisor
Skills	<ul style="list-style-type: none"> - Proficient IT user 	<ul style="list-style-type: none"> - Knowledge of Google Suite
Personal qualities	<ul style="list-style-type: none"> - Professional in approach and appearance - Good team player, willing to make a full contribution to the department - Enthusiasm for working with children - Strong interpersonal skills to effectively communicate with staff, parents and pupils - Must be willing to comply with all School policies and procedures - Committed to the protection and safeguarding of children and young people - Understands and is willing to uphold, the core values of Claires Court 	

Further Information

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not** “protected” as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to recruitment@clairescourt.com (no agencies, please). Alternatively please post completed forms to the following address:-

HR Department
Claires Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Applications must be received by 9am on Monday 8 November 2021. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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CLAIRES COURT HR

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