



CLAIRE'S COURT

Application Pack

**Head of Sailing and Outdoor
Education Instructor**

Required for January 2023

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

As the Outdoor Education department continues to expand we have created this new post as **Head of Sailing** where the right candidate will take on the **daily management of the sailing centre and program** and work closely with the Head of Outdoor Education to develop and deliver the strategic direction of the school sailing as part of an outstanding outdoor curriculum.

The Head of Sailing will continue to evolve the school sailing program, ensuring that it retains **access for all but also supports the performance and competition elements** that the school has become recognised for. The role also involves engaging parents, staff and working with external organisations to promote the school and ensuring school sailing competitions and the school sailing network is supported.

The Head of Sailing should be appropriately experienced as a Centre Manager / Chief Instructor, have developed sailing programs that run over extended periods of time including race coaching at least regional level and across various classes and racing formats. You will have **experience in managing, supporting and developing a team of staff** to ensure they are able to successfully support the school's programs. Where appropriately qualified/skilled the Head of Sailing will also be required to deliver and support other activities within the wider Outdoor Education department.

This is a **full time position** requiring the post holder to work throughout the year with the majority of holidays taken out of term time. The Outdoor Education department operates a flexible working policy due to the requirement to work at weekends.

The successful candidate will be available to take up this post from 1 January 2023, however for the right candidate we may be able to bring this start date forward.

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

Claire's Court School runs a nationally recognised sailing program as part of its Outdoor Education Department where students are able to join the school as a novice sailor and progress to competing at National Level or become qualified instructors. The program currently works with students from Years 5-13, is open for all students to join and has over 70 students sailing either once or twice a week all year round. The school owns a fleet of 22 dinghies, 4 powerboats, has its own facilities at Maidenhead Sailing Club.

The Outdoor Education department employs 11 staff which include very experienced Senior Dinghy Instructors and Race Coaches. The school operates as an RYA Training Centre for Dinghy and Powerboat and also holds BYS Recognised Club and On Board status. The sailing team sits within the Outdoor Education department which over the last 18 months has developed a paddling program including opening a new centre on the River Thames along with continuing to run a Duke of Edinburgh program, run school activity days and a number of training camps and international trips. We also support the delivery of part of the BTEC Level 3 Sport course.

Job Specification

Job Purpose

Manage the delivery of the school sailing programme from novice through to competing at national level. Support and develop the team of staff to deliver an excellent programme which continually evolves.

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

Key responsibilities

Head of Sailing

Programme delivery

- Manage the delivery of the school sailing programme from novice through to competing at national level including setting of standards of teaching/coaching in line with NGB and school requirements.
- Working with the Head of OE, Deputy Head of OE and Senior Sailing Instructors, produce the department development plan, equipment replacement program and propose budgets.
- To act as the technical advisor for activities as nominated by the Head of OE.
- Alongside the Head of OE and Deputy Head of OE, program the year's activities, trips and allocate staffing.
- To have a strong working knowledge of the department Standard Operating Procedures and Risk Management, ensuring that they are adhered to and remain current and valid in line with governing body and best practice guidance.
- To be available for a minimum of 4 weekend days per half-term to support racing events and residential trips.
- To attend the annual residential sailing/activity week.
- To check any appropriate risk assessments and risk management documents are completed before any trip, fixture or excursion.

Pupil progress

- To monitor, assess and record the progress and achievements of students using the departments systems.
- To produce and support the production of the required academic reports for students as directed by the school with support from the team of instructors.

Staff development and qualifications

- To work closely with the team of instructors to support ongoing progress and continuous improvement
- CPM (Continuous Purposeful, Personal and Professional Meetings) with allocated staff on a regular basis (at least 4 times a year) to support and

challenge learning, development and ongoing progress on key leadership initiatives.

- To notify the Head of Outdoor Education of any CPD requirements for the following academic year at the end of the Easter break.
- 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.

Maintenance

- Ensure that at the end of each day you are aware of any defective equipment, you follow the notification procedure and arrange/make repairs as required.
- To ensure that all boats and covers are kept clean and serviceable.
- To ensure that at the end of each day the sites we use are left clean, tidy and secure.

Outdoor education instructor

- 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.

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.

- Understand and model the importance of inclusion, equality & diversity, and protected characteristics when working with students and colleagues, promoting equal opportunities

Due to the nature of the work the post holder will be engaging in regulated activity with children.

All responsibilities outlined in this job specification are subject to review and change from time to time.



RESPONSIBILITY • RESPECT • LOYALTY • INTEGRITY

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 Senior Instructor - RYA Race Coach Level 2 or higher - A current First Aid qualification relevant for awards held - Holds BC Instructor Qualifications for Canoe or Kayak | <ul style="list-style-type: none"> - Holds further RYA qualifications including Advanced instructor, Dinghy Coach/Assessor, Powerboat Instructor, Shore based Instructor - Holds either Basic Expedition Leader Level 3, MLTB Lowland Leader or higher - Holds BC Sheltered Water Canoe & Kayak Coach or higher - Holds other outdoor NGB qualifications e.g. RYA, BC, MLTB - Holds a recognised teaching qualification at Level 4 or higher - Holds full D1 licence (for hire and reward no 101 restriction) - Holds a full D1+E licence (for hire and reward) including CPC; or able to obtain within 6 months of starting post. |
| Knowledge and understanding | <ul style="list-style-type: none"> - Confident use of IT applications - Policy development including risk management, safety bulletins and industry best practices - Thorough understanding of current education policies and practice, particularly relating to Safeguarding and Health and Safety | <ul style="list-style-type: none"> - User of Google Suite - Has held a Chief Instructor/Duty Manager/Centre Manager role for at least 2 years |
| Experience and personal qualities | <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - Experienced dinghy racer at national level - Has worked in a school environment - Experienced writing and delivering strategic development plans for the department - Experienced with setting and managing budgets - Experience as a D of E walking expedition supervisor |

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 8am on Friday 14 October 2022. 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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