



**THE PERSE**  
**SCHOOL**  
CAMBRIDGE



**Outdoor Education Instructor  
& Paddlesport Coordinator**

**Upper School**

**CANDIDATE PACK**



## The Outdoor Education Department

The Outdoor Education Department at The Perse is a dedicated full-time department that delivers outdoor activities for students attending The Perse School and to members of the public via The Perse Climbing Academy. Outdoor education has a long history at The Perse, starting with the 5<sup>th</sup> Cambridge Scout Group, which first met in 1909.

Over the years the Scout Group was transformed into a separate organisation known as the Perse Exploration Society (PES) with a wider scope for challenging activities and expeditions. The aim of the Perse Exploration Society is to provide students with leadership and learning opportunities outside of the classroom. Most of all the Perse Exploration Society gives Perse students the chance to experience travel and adventure in some of the remotest places on earth and come away with lifelong memories. Today, the Perse Exploration Society is split into a number of groups which provide students with a progressive outdoor education from Year 3—13.

The Outdoor Education Department also delivers curriculum based climbing games lessons from Yr 9-13 and a wide range of specialist extracurricular clubs and commercial climbing activities. Extra-curricular clubs include Climbing Club, Paddlesports Club, Woodworking Club and Archery Club.

In 2024 we established Perse Climbing Academy, aimed at delivering commercial climbing activities to members of the public from our new purpose-built climbing wall. Further information about the new building can be found here: [The Perse School Sports Centre](#). The Perse Climbing Academy delivers courses to adults and children. We offer National Indoor Climbing Association Scheme (NICAS) courses, public access climbing, taster sessions and bespoke events such as birthday parties and corporate events.

All Outdoor Education Department staff instruct across all areas of provision, developing their skills in both school and public instruction.

For further information, see our brochure [here](#).

Click on the photo below to see our Outdoor Education Department in action:







The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration, and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

### Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

### Our School Environment

As an academically selective school, we are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama. Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle.





## ROLE SPECIFICATION

### Job Description

The role is an exciting opportunity to lead the Outdoor Education Department's Paddlesports program and wider instructional delivery. The Paddlesports Club is delivered as an extra-curricular club and operates weekly in term time at a local lake, our state-of-the-art swimming pool and the Lee Valley White Water Centre. The postholder will oversee a specialist fleet of pool kayaks, whitewater kayaks, open canoes, SUPs and sit-on-tops to support the delivery of high-quality training sessions and a range of trips. The role also includes instructional delivery on our international PES Summit 11 open canoe program, involving annual expeditions to Sweden.

The role is offered as a permanent full-time contract. The post holder will have full involvement across the breadth of Outdoor Education provision at The Perse. They will work across PES provision, games programme delivery, extra-curricular clubs and climbing provision. They will participate in most Outdoor Education trips and must have a passion for expeditionary work.

Work is divided between activity instruction, administration tasks, trip planning and leadership.

The post holder will be provided with financial support towards relevant national governing body training and award schemes. Please refer to the details provided on page 7.

### Responsibilities

- Produce and review the schemes of learning relevant to the program overseen.
- Support each session with detailed session planning documents, relevant risk assessments and equipment requirements.
- Provide weekly communication to staff, volunteers, parents and pupils involved within their programs.
- Oversee all Paddle UK award schemes for pupils and Paddlesports Club trip planning and delivery.
- Provide instructional support to the PES Summit 11 programme.
- Conduct a review of session delivery, quality and impact at regular intervals to ensure the best learning outcomes for pupils.
- Hold termly review meetings with the Director of Outdoor Education to ensure sessions and programmes are delivered to the very highest standards.



- Submit a brief annual report on Paddlesport Club delivery, alongside Paddle UK award attainment data, to the Director of Outdoor Education on an annual basis.
- Contribute to equipment maintenance and other administrative duties.
- Attend and contribute to weekly departmental meetings in term time and maintain high standards of continued professional development.



## Accountability

The post holder is ultimately accountable to the Bursar through the Assistant Head (Extra-Curricular & Partnerships). Day to day accountability will be to the Director of Outdoor Education and Outdoor Education Operations Manager.

## Principal Contacts

Assistant Head (Extra-Curricular & Partnerships) - Mr Richard Morgan

Director of Outdoor Education—Mr Ben Parker

Outdoor Education Operations Manager—Mr Kieron Taylor

## PERSON SPECIFICATION

### Skills and Experience

- Experienced paddlesports instructor across multiple craft and in multiple environments.
- Experienced expedition leader in paddlesports settings.
- Prior experience of climbing and/or climbing instructional qualifications.
- Be able to demonstrate flexibility and skill when working in a busy school and department.
- Excellent organisational, inter-personal and communication skills.
- Effectively manage commitments and deadlines.
- Up-to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Ability to work collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- Ability to motivate and encourage participation.
- Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.
- Ability to work effectively both as part of a team and independently.
- Empathy for pupils, parents, staff and the community.
- Committed to continual personal and professional development.







## Qualifications

The table below lists required and desired qualifications, but is not exhaustive. Any relevant qualifications or experience should be expressed on application.

Land based skills		
Qualification	Required	Desirable
Summer Mountain Leader Award		√
Winter Mountain Leader Award		√
International Mountain Leader Award		√
Rock Climbing Instructor Award or above		√
Climbing Wall Instructor or above		√
GB Archery Instructor or equivalent		√
Water based skills		
Qualification	Required	Desirable
White Water Safety & Rescue Training	√	
Paddle UK White Water Kayak Leader or equivalent	√	
Paddle UK Canoeing Core Coach or equivalent	√	
Paddle UK Canoe Leader	√	
Paddle UK Advanced Canoe Leader & Coach or equivalent		√
Paddle UK Endorsed Guide		√
Supporting Skills		
Qualification	Required	Desirable
Full Clean UK Driving License	√	
D1 Driving License		√
D1e Driving License		√
First Aid Certification (3 day)		√
DofE Award Assessor (all levels)		√
DofE Manager Experience		√





## Job Specific Terms and Conditions

### Working Hours

The average working hours in term time are ~38 hours/week over 4 days. The working day includes provision of activities after school hours (after 4pm). Work at weekends and during the school holidays is expected and will require extended working hours.

The post holder is entitled to 30 days paid holiday a year. Holidays will take place outside of trips in line with the OED Annual Leave Policy.

### Salary and Benefits

The annual salary for this post is £35,000.

The salary includes attendance on camps, expeditions and trips and is inclusive of the 30 days paid holiday entitlement.

The post holder will also have access to:

- Free lunches in term time
- A workplace pension scheme
- A uniform allowance
- Funding for all professional fees relevant to qualification required for the role
- PPE and leadership equipment relevant to instruction roles
- Professional development funding subject to approval from the Director of Outdoor Education. Funding will be considered for:
  - ◆ Full funding for Mountain Training qualifications relevant to the role
  - ◆ Full funding for all levels of the Paddle UK qualification framework
  - ◆ Full funding for Duke of Edinburgh award scheme qualifications
  - ◆ Full funding for GB Archery awards
  - ◆ Full funding for expedition first aid courses
  - ◆ Additional CPD relevant to the maintenance of current qualifications and/or relevant to the role.





## TO APPLY

The closing date for applications is **Friday 7th March at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Please click on [How to Apply](#) which will take you to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR department at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk)

## Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced

level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

## Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.







# THE PERSE SCHOOL

OUTDOOR EDUCATION  
DEPARTMENT



PERSE  
EXPLORATION  
SOCIETY



VOLUNTEERS  
PES



SUMMIT 12  
PES



PEAK GOLD  
PES



SUMMIT 11  
PES



PEAK SILVER  
PES



HQ TROOP



PEAK BRONZE  
PES



PES ASCENT  
GROUP



BRYGG  
TROOP



GRANTA  
TROOP



BASE CAMP  
PES



TRAILBLAZERS  
PES

SIXTH FORM

YEAR 11

YEAR 10

YEAR 9

YEAR 8

YEAR 7  
(SCHOOL CURRICULUM)

YEAR 3-6  
(SCHOOL CURRICULUM)

CLUBS



PADDLESports  
CLUB



ARCHERY  
CLUB



WOODWORKING  
CLUB



CLIMBING  
CLUB

Public Provision



PERSE CLIMBING  
ACADEMY

