



# Kimbolton School

C A M B R I D G E S H I R E



## APPLICATION PACK

Outdoor Education Instructor & DofE Coordinator  
Required from September 2025

# Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Department
- Duties and Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



T AVORUM



SPES DURA

# Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter  
Headmaster



# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimboltonschool.com/about-us/policies](http://www.kimboltonschool.com/about-us/policies)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## Outdoor Education Instructor & DofE Coordinator Required from September 2025

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimboltonschool.com](http://www.kimboltonschool.com).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### The Role

We are seeking a passionate, dynamic and experienced Outdoor Education Instructor and Duke of Edinburgh Co-ordinator to lead and deliver a wide range of outdoor education activities and manage the Duke of Edinburgh's Award programme, ensuring enriching and safe experiences for our students. This role is pivotal in developing pupils' resilience, leadership, and personal development through experiential outdoor learning.

This is a part-time role with scope for negotiation on the number of hours per week, but likely to be in the range of 20 hours over three consecutive or non-consecutive days during school term time, plus time on expeditions (practice and assessed for Bronze, Silver and Gold).

## Duties

### Duke of Edinburgh Award Co-ordination

- Lead and manage the school's DofE programme (Bronze, Silver and Gold).
- Promote participation and engagement in the DofE Award across the student body.
- Organise, plan and supervise expeditions, training sessions, and briefings in accordance with DofE guidelines.
- Ensure compliance with all health and safety, safeguarding, and risk assessment protocols related to the DofE Award.
- Administer the DofE scheme effectively, ensuring smooth operation and compliance.
- Liaise with DofE Regional Office and keep accurate records of participants' progress.
- Train and manage a team of staff volunteers and external instructors to assist with expeditions and activities.

### Outdoor Education Instruction

- Plan and deliver a variety of outdoor education sessions and activities, including but not limited to: hiking, orienteering, canoeing/kayaking, bushcraft and team-building.
- Ensure all activities meet high standards of safety, engagement and inclusivity.
- Plan, support and deliver Outdoor Education overnight trips as agreed.
- Maintain and manage outdoor equipment and resources, ensuring safe storage, use, and record-keeping.
- Collaborate with teaching staff to integrate outdoor education into the wider curriculum and co-curricular programme.
- Participate in delivering the Year 6 Challenge in the Summer Term (this is a short programme of fun activities for pupils aged 10-11) before they join the Senior School.

### Wider School Duties

- Undertake other duties as directed by the school, which may include participation in the cover and duty rotas.
- Undertake school INSET training and CPD relevant to the post to ensure all skills and qualifications are current and relevant.
- Assist with the canoeing and/or sailing programme, sport or CCF within defined hours.

## Person Specification

### Essential Skills and Experience

- Strong experience in outdoor education and/or expedition leadership, ideally within a school or youth organisation.
- Knowledge and experience of the Duke of Edinburgh's Award programme at multiple levels.
- Relevant outdoor qualifications (e.g., Mountain Leader completed or near completion).
- Excellent organisational and administrative skills
- Ability to engage and inspire young people, with a clear understanding of their developmental needs.

- Strong interpersonal and communication skills; able to liaise with pupils, staff, parents, and external providers.
- Flexibility, friendliness and willingness to work with others in a busy and vibrant school environment
- Full UK driving licence

#### **Desirable Qualifications and Attributes**

- DofE Accredited Assessor and Supervisor certification.
- Other relevant qualifications: e.g., First Aid at Work / Outdoor First Aid.
- Canoeing or Sailing qualifications (or willingness to complete).
- Experience with risk assessment and safeguarding in an educational context.
- MIDAS training (or willingness to complete).
- Category D1+E driving license

## **Terms and Conditions**

<b>Reporting to:</b>	Senior Deputy Head
<b>Accountable to:</b>	Bursar
<b>Hours of Work:</b>	circa 20 hours per week in term time (negotiable)
<b>Remuneration:</b>	Dependent upon qualifications, skills, and experience
<b>Probationary Period:</b>	6 months
<b>Pension:</b>	The School offers a contributory pension scheme
<b>Additional benefits:</b>	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
<b>Referees:</b>	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

## **Method of Application**

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimboltonschool.com](mailto:recruitment@kimboltonschool.com).

**The closing date for applications is: 9.00am, 2<sup>nd</sup> July 2025**  
**Interviews will take place shortly after the closing date**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK.**

**All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton 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. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimboltonschool.com/about-us/policies](http://www.kimboltonschool.com/about-us/policies)