



# HAMPTON SCHOOL

## JOB DESCRIPTION

### OUTDOOR PURSUITS SPECIALIST

#### FULL-TIME

**(Includes weekend and holiday work)**

**To start as soon as possible**

**Job Title:** Outdoor Pursuits Specialist  
**Reporting line:** Senior Tutor and Deputy Head  
**Location:** Hampton School

#### ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools, where we have been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness.

Our pupils' public examination results and university entrance record consistently rank among the best achieved anywhere. Around 95% of Hampton leavers go on each year to undergraduate courses at Russell Group universities; 20-30 Hamptonians are offered places at Oxford and Cambridge annually and 20% of our Class of 2021 attend global top-10 universities. An increasing number of our leavers go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and pupils.

Situated on a greenfield site in a leafy suburb of South West London, Hampton benefits from over 27 acres of playing fields within spacious grounds; a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages. We have recently opened a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles (LEH), enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

We hope you share our vision for an inspiring, modern and forward-thinking liberal education. Further information for applicants can be found within our Hampton Prospective Teacher brochure, linked [here](#).

Hanworth Road, Hampton, Middlesex TW12 3HD

Tel 020 8979 5526 Fax 020 8783 4035 [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)

## **THE ROLE**

Outstanding opportunity for a well-qualified Outdoor Pursuits Specialist or Teacher with a passion for outdoor pursuits to join Hampton School's highly successful Outdoor Pursuits team in the delivery of a wide range of activities from camping and Youth Hostelling trips in the UK to major expeditions around the world.

The successful applicant will hold a minimum of the Mountain Leader (Summer) Award, ideally be SPA or a Climbing Wall award holder and should have a good working knowledge of the Duke of Edinburgh's award scheme.

## **MAIN RESPONSIBILITIES**

- To offer up to two lunchtime Rock Climbing sessions
- To offer one lunchtime training Duke of Edinburgh session
- Assist in the supervision of practice and assessment of Duke of Edinburgh expeditions (these take place at weekends and in holiday time)
- Assess expeditions (if appropriately qualified)
- Assist with the First Year induction and the Leadership course
- Assist with the administration of the Duke of Edinburgh Award and Adventure Society trips which may include:
  - Overseeing all enrolments and liaising with Richmond & Kingston Boroughs Duke of Edinburgh Office
  - Monitoring eDofE completions
  - Maintenance and upkeep of equipment
  - Ordering of new equipment and arranging for repairs
  - Booking accommodation and minibuses for trips
  - Collating all associated paperwork for each trip/expedition including but not limited to students' medical/good conduct/contact details forms
  - Maintaining the website with records of trips and photos, and passing copy to School publications
  - Maintaining notice boards with photos, expedition details and current information
  - Ensuring School processes and policies are adhered to.
- Assist with First Aid cover at the School, as required.

## **PERSON SPECIFICATION - SKILLS, QUALIFICATIONS AND EXPERIENCE**

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- Be an outdoor pursuits enthusiast with experience and/or willingness to co-ordinate the running of the Duke of Edinburgh's Award Scheme and other adventurous activities
- Hold valid Mountain Leader qualifications (Summer qualification as a minimum)
- Have experience of the Duke of Edinburgh's Award Scheme and preferably be an Accredited Assessor (training can be provided)
- Preferably have experience and qualifications as a rock climber/canoeist/ kayaker and/or some other form of outdoor activity
- Hold appropriate First Aid qualifications, (ideally First Aid at work qualifications, training can be provided) and be fully aware of Health & Safety issues
- A cheerful and well-presented person, capable of inspiring confidence in pupils and parents.

- Excellent communication skills, oral, written and in the use of ICT (Microsoft Office).
- An understanding of the nature of independent education and high expectations.
- Prepared to work hard with energy and enthusiasm.
- Calmness and efficiency and the ability to work under pressure at certain times.
- Aware of the nature of the School and prepared to commit to its all-round ethos, extra-curricular activities and pastoral approach.
- Commitment to continuing professional development through attendance at INSET
- The ability to develop and maintain effective relationships with all members of the school community and outside agencies.
- Hold a clean Drivers Licence and be able to drive school vehicles (training can be provided)

#### **Other**

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Deputy Head in association with the above role.

#### **Training**

Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive; however, the employee may be called on to perform other tasks as directed by The Headmaster or anyone acting on their behalf.

### **HAMPTON SCHOOL - SALARY AND OTHER BENEFITS**

#### **Salary**

A suitably attractive benefits package will be offered, including a salary commensurate with the successful candidate’s skills and experience.

Salaries are paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, in 12 equal payments.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to support staff, subject to any terms and conditions and the School’s eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

#### **Hours and Holidays**

Normal working hours are 8.30am – 4.30pm Monday to Friday plus weekend, evening work and School holiday work as required to supervise trips and to fulfil the responsibilities of the role.

To be prepared to work flexibly and outside their normal working hours in the case of emergencies as and when required.

#### **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal

employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster.

The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

*Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.*

***Hampton School, September 2021***