



# Clifton High School

**CANDIDATE INFORMATION**

**OUTDOOR ACTIVITY INSTRUCTOR**

**APPRENTICESHIP**



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# BEYOND A SCHOOL, a place to belong



## AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



## **JOB DESCRIPTION**

**Job Title:** Outdoor Activity Instructor Apprenticeship

**Department:** Business Support

**Reports to:** Head of Adventure and Outdoor Education

### **PRIMARY PURPOSE OF THE ROLE**

The Outdoor Activity Instructor Apprentice will support the delivery of safe, engaging and enjoyable outdoor activity sessions for children and young people, while working towards a recognised Level 3 qualification with Channel Training. Under supervision, the Apprentice will progressively build the skills, knowledge and confidence needed to plan and lead sessions independently.

### **SAFEGUARDING**

Clifton High School staff will be committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to safeguarding and are fully aware of the School's policies and procedures beforehand.

### **TERMS & CONDITIONS SPECIFIC TO THE ROLE**

This is a full-time role (37.5 hours per week), term-time only. Core hours will be Monday to Friday 9.00am to 5.00pm with a 30-minute unpaid lunch break per day.

Some flexibility in working hours will be required to support outdoor activities, residentials and events. Time Off In Lieu (TOIL) is available to balance any additional hours worked.

There is a pension scheme for all Business Support Staff, and a School Fee Remission Scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.



## MAIN RESPONSIBILITIES

### Session Delivery & Supervision

- Support the Head of Adventure and Outdoor Education in the planning and delivery of the School's Adventure Programme, including Forest School and Outdoor Adventure activities.
- Assist in the delivery of Forest School sessions
- Support the coordination and delivery of weekly after-School Adventure sessions in collaboration with external activity providers
- Assist with the delivery of Duke of Edinburgh's Award activities, including supporting the Bronze Award programme.
- Attend and support Duke of Edinburgh expeditions and Adventure residentials for pupils aged 3-13.

### Health, Safety & Safeguarding

- Maintain a strong commitment to safeguarding and the welfare of children and young people at all times.
- Follow School policies, safeguarding procedures and relevant national governing body guidance during all activities.
- Support the safe management of outdoor environments, including dynamic risk assessment under the guidance of qualified staff.
- Promote best practice in health and safety during all sessions, trips and residentials.
- Act professionally and responsibly as a role model for pupils, demonstrating appropriate behaviour at all times.

### Preparation & Closedown of Sessions

- Assist with the setup and preparation of equipment and resources for outdoor and Forest School sessions.
- Ensure equipment is safely checked, used correctly and packed away after sessions.
- Support the organisation and logistics of activities, including transport arrangements and minibus driving (once qualified).
- Assist with maintaining a clean, safe and organised working environment for all outdoor learning areas.
- Contribute to post-session debriefs and reflections to support continuous improvement.
- Adapt resources to meet pupil age, ability and additional needs (SEND).

## **MAIN RESPONSIBILITIES CONTINUED**

### **Learning & Development**

- Work towards completing the Outdoor Activity Instructor Apprenticeship alongside National Governing Body qualifications.
- Actively engage with training delivered by Channel Training and in-house professional development opportunities.
- Work towards achieving industry-recognised qualifications, including Outdoor First Aid and Mountain Training awards.
- Demonstrate a proactive attitude to learning, self-reflection and skill development in instructing and group management.
- Engage with mentoring and feedback from staff to support personal and professional growth within the outdoor education sector.

### **QUALIFICATIONS ON OFFER**

- ITC First Level 3 Outdoor First Aid
- Mountain Training Lowland Leader Training and/or Assessment
- Mountain Training Climbing Wall Instructor Training
- Archery GB Instructor Award
- Local Cave Leader (Level 1) \*
- Forest School Leader L3\*

You will have access to further training through Clifton High School and discounted qualifications through Channel Training.

\*Available externally depending on progress with initial apprenticeship qualifications above, subject to training budget availability.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post**



# PERSON SPECIFICATION

<p><b>Skills, knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>• Support and help deliver outdoor activities safely.</li> <li>• Communicate clearly with pupils and staff.</li> <li>• Follow safety rules, risk assessments and instructions.</li> <li>• Work well as part of a team.</li> <li>• Stay calm and positive when working outdoors in all weather.</li> <li>• Basic understanding of health and safety.</li> <li>• Awareness of safeguarding and child protection in schools.</li> <li>• Understanding that outdoor learning builds confidence, teamwork and wellbeing.</li> </ul> <p style="text-align: center;"><u>Experience</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience in a variety of outdoor activities, with the willingness to take part in all adventurous activities, including Caving, Climbing, Water Sports, Bushcraft, and Mountain Walking.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Proven positive record working with young people, with the ability to work with pupils from ages 3 to 18.</li> <li>• Strong organisation, communication and time management skills.</li> </ul>
<p><b>Qualifications and professional development</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Willingness to complete the Level 3 Outdoor Activity Instructor Apprenticeship.</li> <li>• Level 1 (GCSE Grade D / 3 or above) in Functional Skills Maths and English is Essential.</li> <li>• Clean UK Driving Licence, with a willingness to obtain minibus licence (D1)</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• D1 driving licence</li> <li>• Outdoor First Aid</li> <li>• Forest School Leader L3 Qualification (or Training)</li> <li>• Additional Training or achieved qualifications in outdoor activities.</li> <li>• Experience with Outdoor Activities in an educational setting</li> </ul>
<p><b>Personal qualities and competencies</b></p>	<ul style="list-style-type: none"> <li>• Committed to the safeguarding of our pupils</li> <li>• Professional attitude and approach to work</li> <li>• Willingness and ability to work autonomously and flexibly</li> <li>• Ability to organise, plan and prioritise work, with excellent attention to detail</li> <li>• Enthusiasm for working in a school</li> <li>• Ability to communicate clearly and effectively with different audiences, both orally and in writing</li> <li>• Able to build strong and effective relationships with others</li> <li>• Customer focused with excellent customer care skills</li> <li>• Excellent attendance and punctuality</li> <li>• Tactful, trustworthy and committed to the confidentiality of all matters associated with the position</li> <li>• Approachable team player</li> <li>• Willingness to undertake training as required</li> </ul>



# CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



## BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

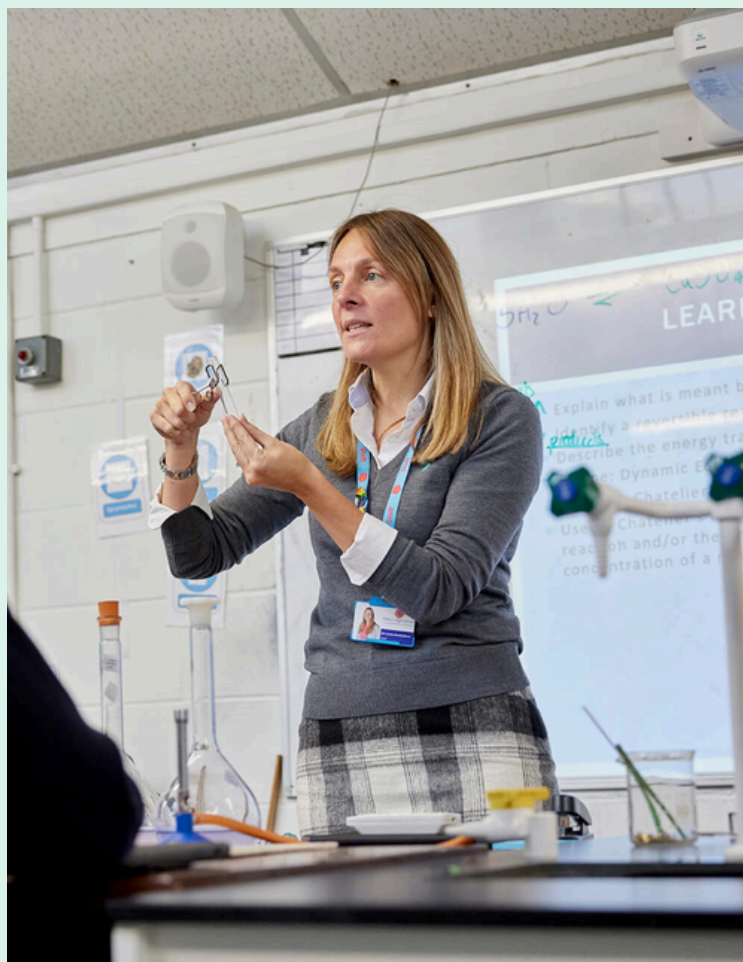
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

'Realising Individual Brilliance' is not just for the pupils, but for everyone at Clifton High School.

### What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



## OUR VALUES



### CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



### EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



### EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



### DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.



## OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive



# Clifton High School

**THANK YOU FOR YOUR INTEREST IN  
WORKING AT CLIFTON HIGH SCHOOL**