

DULWICH COLLEGE  
FOUNDED 1619

# Group Exercise Instructor

Information for Applicants

# Welcome

## Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne  
Master





## The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



# Vision Values & EDI

## Our Vision

to be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

## Our Values

purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

## Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.

# Group Exercise Instructor

## Reporting to

Class Co-ordinator and/or Club Manager

## Hours of work

As & when required

## Salary

£30 per hour

## Role overview

To provide a high quality class instructor service for the Sports Club in a safe, responsible manner, in keeping with the standards of Dulwich College.

## Core Duties:

Plan, prepare, and deliver safe, engaging, and inclusive classes that meet the needs and abilities of participants.

Ensure the health and safety of all participants by following risk assessments, safeguarding procedures, and emergency action plans.

Set up, check, and safely store equipment before and after classes, reporting any faults or hazards promptly.

Provide a high standard of customer service by being punctual, professional, and approachable, while promoting a positive and motivating environment.

## Key Dates

Applications close on Monday 23<sup>rd</sup> February 2026

Interviews will be held on W/C Monday 2<sup>nd</sup> March 2026



# Role details



## Working Arrangements

- It is the Instructor's duty to report in time to assist with the setting up of equipment before the lesson start time if requested to do so.
- Any shift cancellations must be communicated at the earliest possible opportunity to allow for cover to be arranged. This should be done by calling the Sports Club and speaking with the Duty Manager, or alternatively the Sports Course or Exercise Class Coordinator directly. All relief instructors must be on the Sports Club approved list. Self-employed instructors must arrange their own cover.
- All Instructors are required to dress appropriately, whilst on duty. Please ensure clothing and footwear is smart, clean and suitable for the class you are running.
- Instructors are only permitted to leave during the session in an emergency and with consent from the Duty Manager.
- All equipment must be stored away, correctly, at the end of the session. Sports Club staff may be present to assist with this.
- Instructors should not leave the premises until the conclusion of the session and as a matter of courtesy inform either the Receptionist or Duty Manager that they have completed their duty.
- In the unlikely event of a fire, please lead all members out of the nearest Fire Exit and assemble at the meeting point in the car park. The Duty Manager will inform you of the full fire evacuation procedure prior to your first session.
- Coaches / Instructors are not permitted to enter the office areas, please use the Reception desk for all enquiries.



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# Person specification

## Standard Structure

- **Essential Qualifications and Experience**

- Relevant, up to date, instructors qualification is essential.
- First Aid qualification is desirable.
- Relevant experience is also desirable.
- Essential: Exercise to Music Level 2 qualification
- Desirable: Possession of additional fitness-related class instructor qualifications

## Personal Qualities

- Enthusiastic, confident, and motivating, with the ability to engage and inspire participants.
- Reliable and professional, demonstrating punctuality, responsibility, and a positive attitude at all times.
- Approachable and personable, with strong communication skills and the ability to build positive relationships.
- Adaptable and attentive, able to respond to different abilities, needs, and situations calmly and effectively.

## OUTLINE TERMS AND CONDITIONS

- Instructors are recruited either as paid via payroll or as self-employed contractors, with rates of pay negotiable based on qualifications & experience. If self-employed status is preferred, then the contractor is responsible for providing their own cover (using only Dulwich College approved staff), and for maintaining their own liability insurance.
- References: The appointment is subject to receipt of satisfactory references, enhanced DBS check and College compulsory policy trainings (online).
- Police Clearance: The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.

# College Community and benefits



## Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the cafeteria or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGs Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

## Help with your commute

- Bike to Work – Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus.

## Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

## Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

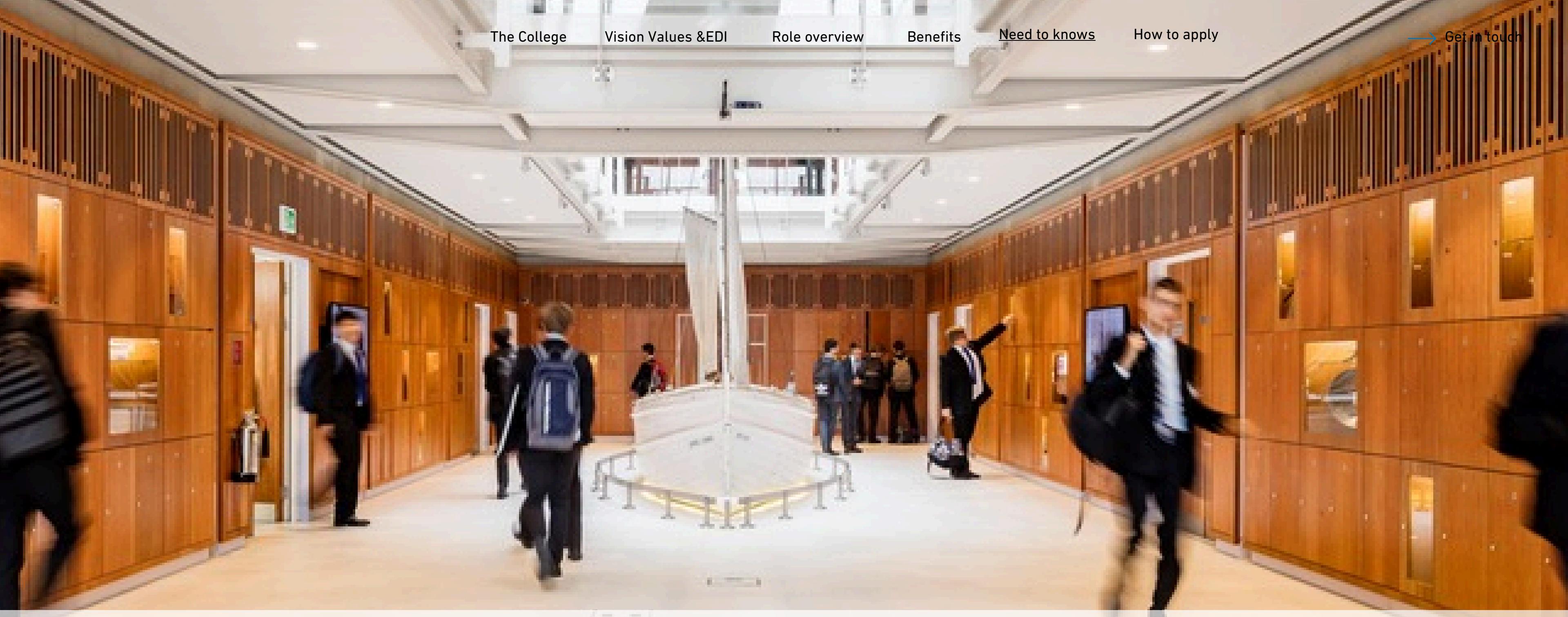
## Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

## Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).

\*casual team members are not eligible for this benefit.



# Important information

## Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

## Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

## Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

## Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

## Get in touch

Queries should be sent to [joinourteam@dulwich.org.uk](mailto:joinourteam@dulwich.org.uk)



DULWICH COLLEGE  
Dulwich Common London, SE21 7LD  
Telephone: 020 8693 3601  
Email: [joinourteam@dulwich.org.uk](mailto:joinourteam@dulwich.org.uk)  
Website: [www.dulwich.org.uk](http://www.dulwich.org.uk)

