



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Water Sports Instructor  
Required From The Earliest Opportunity



## Welcome From Will Chuter, 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.*

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter  
Headmaster



# Job Description

## Water Sports Instructor

### Required From The Earliest Opportunity

### 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 3 -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 350 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

This sessional role requires the Instructor to support the Head of Outdoor Pursuits in the delivery of Water Sports. Kimbolton School are initially offering 4 hours per week for this position, mainly on Tuesdays, with some additional weekend hours as required. This may include some/all of the following activities throughout the academic year:

Prep School "Year 6 Challenge" sessions, Senior School Games afternoons, Ingrams sailing and canoeing clubs (after-school), CCF water sports sessions, and race supervision to the Kimbolton School sailing and canoeing teams (at weekends).

## The Department

Our Outdoor Pursuits Department offers pupils from the First Form (Year 7) upwards opportunities to sail and canoe, either during Games lessons or after school.

Our highly qualified, dedicated staff are proud to have such an extensive programme and a wealth of equipment to cater for all interests and ability level.

Kimbolton School is an RYA (Royal Yachting Association) Recognised Training Centre and is also affiliated to British Canoeing.

Canoeing is available as a Games option from the Third Form upwards. After-school canoeing is available for the First and Second Forms. Our Senior canoe team (5th/Y11 – U6th Forms) competes regularly in marathon races, notably the Devizes to Westminster International Canoe Race (DW) – ‘the canoeist’s Everest’, which saw Kimbolton’s first ever junior doubles winners in April 2026. Kimbolton School also took part in Waterside Series 2026, winning junior mixed crew, junior men’s and 1<sup>st</sup> School Team.

We have a large, modern fleet of sailing dinghies based at nearby Grafham Water Sailing Club. These include Picos, Lasers, Fireflies and 2000s, as well as exhilarating Dart 16 catamarans and the ultimate test of ability – the 29er! From the Third Form, pupils can opt to sail during their Games lesson; no experience is necessary as the staff and more experienced sailors will show beginners (quite literally!) the ropes.

Team sailors train at weekends and take part in wide variety of races, from club racing at Grafham Water and matches against other schools, to regional and national competitions organised by the British Schools Dinghy Racing Association and National School Sailing Association.

## Main Duties

- Be fully involved in helping promote and encourage pupils to take up and enjoy Water sports.
- Understand and actively support the ethos of inclusion and participation among the pupils.
- Lead/assist with purposeful and safe training sessions afloat. This could be at all levels and ages, subject to the experience and knowledge of the Instructor.
- Adhere to and sign the department operating procedures and risk assessment document.
- Plan and implement suitable development strategies where needed in collaboration with the Head of Outdoor Pursuits.
- Maintain the highest standards of tuition and conform to best practice at all times.
- Assist in the care, storage and use of water sports equipment, ensuring all defects are reported or effecting minor repairs.
- Provide a punctual and professional role model for pupils to work with and develop their skills alongside.
- Ensure that all administrative aspects of the role are completed in a timely fashion.
- Demonstrate a duty of care for their personal safety and others who may be affected by their actions.
- To adhere to all relevant Health and Safety legislation policies and procedures, compliance with the School’s Code of Conduct and Safeguarding and Child Protection policy.
- RYA dinghy sailing instructors:
  - Be familiar with RYA best practice, racing rules, regulations and officiating needs in order to train/cascade information to pupils.
  - Act as race officer for inter-school matches.

- Contribute to and maintain safety provision at race events.

Additional opportunities to provide additional support and coaching in areas designated by the Head of Outdoor Pursuits could be considered.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Paddle UK/British Canoeing Level 1 coach/Paddlesport Instructor, or</li> <li>• RYA Dinghy Instructor</li> <li>• Valid First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Paddle UK/British Canoeing Level 2 Coach/Paddlesport Leader</li> <li>• Paddle UK/British Canoeing marathon coach module</li> <li>• Paddle UK/British Canoeing SUP Module (or equivalent)</li> <li>• RYA Senior Instructor</li> <li>• RYA Safety Boat</li> <li>• Midas (DI) minibus qualification (training can / will be given)</li> </ul>
<b>Skills and Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Knowledge/experience of the Devizes to Westminster Canoe Race</li> <li>• Experience effecting minor repairs to canoes/kayaks and/or sailing dinghies</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to be able to work on own initiative and without supervision</li> <li>• Ability to establish and maintain effective working relationships at all levels (other team members, pupils, staff, parents, visitors, contractors)</li> </ul>	

## Terms and Conditions

**Reporting to:** Head of Outdoor Pursuits

**Accountable to:** Chief Operating Officer

**Hours of Work:** Variable – This is a 0 hours contract. Hours of work may vary according to the needs of the school and the timings and location of water sports events during term time. However, initially we are offering approximately 4 hours per week to be worked mainly Tuesdays, with some additional weekend hours as required.

**Remuneration:** Dependent upon qualifications, skills, and experience.

A monthly timesheet recording hours should be completed and signed by the Instructor and the Head of Outdoor Pursuits before being handed in to the Bursary for payment.

<b>Probationary Period:</b>	Up to 5 months
<b>Pension:</b>	The School offers a contributory pension scheme
<b>Lunches:</b>	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
<b>Additional benefits:</b>	Details of the further benefits on offer can be found on the Kimbolton School <a href="#">MyNewTerm profile page</a> .
<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.

## How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via [recruitment@kimboltonschool.com](mailto:recruitment@kimboltonschool.com) or by calling 01480 862049.

Please submit your application by the closing date of **29<sup>th</sup> June 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **upon receipt of applications**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

**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)