



Pembroke House School Riding Instructor

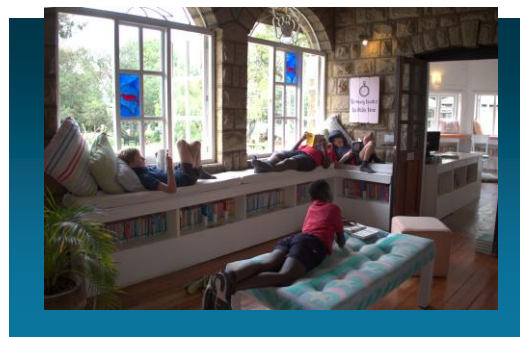
About Pembroke House

Pembroke House is a traditional, full-boarding, coeducational IAPS school of roughly 240 pupils aged 6 months to 13 years, set in the Rift Valley, Kenya. The school has a reputation for providing an outstanding all-round education with a quality of pastoral care that is second to none. Whilst known traditionally for its sporting achievements, academic standards at Pembroke House are high and all pupils are prepared for 13+ Common Entrance or scholarship examinations. The majority of children move on to schools in the UK and in recent years an impressive number of awards have been won – including academic, sport, art, drama and all-round scholarships.

We are seeking applicants with a passion for teaching, mixed with drive, energy and a delight to see children achieve their very best. A willingness to contribute to the bustling extra-curricular life of a busy boarding school is vital, as is a readiness to coach within the mix of sports in which Pembroke boys and girls are so successful.

The Role

An exciting opportunity has arisen for a dynamic and passionate instructor to join Pembroke House School as a Riding Instructor. We are looking for an experienced



instructor who is highly motivated and is able to enthuse, engage and inspire children through their teaching. The successful candidate will work towards and support the School vision to deliver a unique learning experience to every child, every day.

Successful applicants will teach children throughout the whole school, Years 1 – 8, pre prep pupils, as well as preparing pupils for riding competitions, and teaching them general horsemanship.

A willingness to contribute to the extra-curricular and boarding life of the school is essential. This is a full-time post and as such you are accountable to the Head, who should be kept informed of all progress and affairs at school.



Potential applicants should request a job description, application form and supporting documentation by email from recruitment@pembrokehouse.sc.ke, whence any further information regarding the post may also be obtained.

The application form is also available on the Pembroke House website.

Responsibilities & Duties

- Working with students one at a time or in groups, ensuring the safety of students and teaching professional equestrian knowledge.
- Showing beginners how to get on a horse and how to control it.
- Improving the riding techniques of more experienced learners.
- Leading groups of riders on rides both inside and outside of the school grounds.
- Coaching advanced riders and helping them prepare for competitions.
- To meet the teaching standards in accordance with the school policies.
- Teaching riders how to care for horses and how to look after equipment.
- Making sure horses are fed, watered, groomed and exercised, and that stables are mucked out.

- Checking tack and equipment for wear and tear and arranging for maintenance and repairs.
- Ensuring any medical issues with horses are handled quickly and efficiently.
- Carrying out other duties, such as planning riding lessons, supervising staff, ordering supplies and keeping accounts.
- Good standard of stable maintenance, venue maintenance and other related work.
- Applicant should be competent at organizing shows - show jumping, dressage and cross country - as well as be competent and experienced in building the courses to a suitable standard for both in house and an inter school competition.
- Applicants should have the competence to school and improve the education of the ponies, in knowledge and size. Most ponies within the Pembroke House School environment are 13-14.3 hands.
- Be courteous and engaging with parents of pupils and taking consideration of their comments.

As a member of staff at Pembroke House you should always be mindful of good teaching practice, of personal data protection and safeguarding at all times. The 'Professional Expectations' document helps identify the areas of expertise that as a school we most appreciate and seek to foster.



Personal Attributes and Skills Sought



We are looking for a well-qualified, dynamic, innovative and forward-thinking Instructor. The chosen candidate will be someone who really enjoys interacting with people, especially children, and who is looking for an opportunity to take on new challenges as well as developing existing skills. Applicants should have excellent organisational and time-management skills.

The successful candidate will be an excellent role model for pupils, and will set high standards of smartness, manners and general demeanour.

We expect the highest level of professionalism from all staff, displaying a positive demeanour - in particular with parents and pupils.

Candidates for this post are likely to have:

- An equine teaching qualification, like BHS Instructor or Assistant Instructor, or Pony Club Instructor, that is recognized by the Kenyan Government, is a requirement for this role.
- Membership to the HAK is also a requirement.
- a forward-thinking and innovative mindset
- energy and dynamism
- experience of and empathy for life in a boarding school



Specific Skills required

- Riding
- Stable management
- Management of Grazing
- First-Aid
- Equine First-Aid
- Schooling & Exercise
- Lunging
- Bandaging (travel)
- Teaching of Riding
- People Skills



Resources and Equipment

- As a riding instructor you are responsible for the resources related to the stables and the horse. You should endeavour to ensure their safe keeping and maintenance, to ensure the safety of the children and the horses.

Boarding

- All staff at Pembroke House support the full boarding ethos of the school. Extra time spent with the children on all levels is appreciated and serves to improve an individual's overall experience at Pembroke House.

Safeguarding

Pembroke House is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Every member of staff has a responsibility to promote and safeguard the welfare of the children and young people for whom they are responsible and to ensure compliance with the school's

Safeguarding Policy at all times. If in the course of carrying out their duties a member of staff becomes aware of any actual or potential risks to the safety or welfare of a child at school, they must report any concerns straight away to the school's Designated Safeguarding Lead. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references (to include current employer) and police clearance checks from all countries in which previously employed.



Footnotes

All members of staff at Pembroke House are expected to 'lead by example' as well as by their skills of organisation, planning and motivation. The 'Pembroke House Expectations' document describes the manner in which the school hopes all staff will conduct themselves during their time at Pembroke House. The Staff handbook describes in more detail the organisation of the school from the staff's point of view. In all cases ignorance of protocol is not an excuse and all staff are expected to make themselves familiar with the way in which the school operates and the manner in which it likes to handle issues with children, parents, staff and the wider community as a whole.



Flexibility

- Prep school staff are by their very nature flexible so you may well find yourself lessons in addition to your own chosen area in order to assist the school as a whole and fulfil your hours. This is clearly not ideal, and we will of course do all we can to avoid such a situation, but the best-laid plans do change from time to time.



Accommodation & 'Keep'

- Staff at Pembroke House are provided with fully furnished accommodation (this is a taxable benefit) or a housing allowance, depending on what is available.
- During term time all meals are supplied (again this is a taxable benefit).



The School Ethos

- All members of staff are expected actively to seek to encourage all children to participate and 'do their best' in as many disciplines as possible.
- As a School we do all we can to aim for the highest standards possible with regards to each child's education and development. At the same time, we strive to be fair to 'all' – children, staff and parents. Not only must children be tutored, and explanations delivered of decisions made but there must be the same consideration of our parents and their need to know. Thus, members of staff are encouraged to email and telephone parents and communicate as regularly and openly as time allows.

Throughout the course of each day all members of staff should make it their business actively to encourage good manners, respect and tolerance, at all times and they should endeavour to teach children how to be humble when they excel and gracious when receiving constructive criticism and advice.

DBM

1st of December 2025



Person Specification: Riding Instructor

- Suitability to work with children. Police Clearance checks and, where possible, an enhanced DBS check will be completed on the successful applicant.
- Strong communication skills (oral and written) for dealing with pupils, parents and colleagues.
- Conscientiousness, enthusiasm, and the ability to sustain long hours during term time, including early mornings, evenings and weekends.
- Ability to work collaboratively.
- Strong organizational skills for planning, running and participating in horse shows.
- Good management skills to work with support staff.
- Ability to develop a rapport with pupils throughout the school.
- A positive attitude towards professional development and their own learning.