

Woodridge College & Preparatory School is an ISASA-registered, co-educational, Christian-based school situated on a magnificent 365-acre multi-adventure eco-estate between Gqeberha and Jeffreys Bay in the Eastern Cape.

The School's mission is to "provide a distinctive experience in a unique, natural environment, where all belong and are empowered to realise their full potential" and the following position is available.

Woodridge Preparatory School has the following position available:

Woodridge Equestrian Centre (WEC)

Assistant Riding Instructor

Skills & requirements:

- Grade 12 (essential) and an EQASA Module 4 qualification (preferable);
- Previous experience in coaching pupils to ride;
- Experience in riding and schooling ponies and horses;
- The ability to work effectively with adults and pupils;
- The ability to accompany riders to and from local and out-of-town shows is essential; the ability to drive riders is preferable;
- Excellent interpersonal, verbal and written communication skills, with the ability to engage collaboratively and professionally with pupils, staff, parents and external stakeholders;
- Self-motivated team player with good organisational, time management and administration skills;
- Professional, flexible, conscientious and able to act with discretion;
- The ability to build positive professional relationships with pupils and provide appropriate supervision;
- The ability to work effectively in a pressurised environment;
- Hard-working, reliable, honest, enthusiastic and energetic;
- Consistently promote and demonstrate sensitivity to cultural and individual differences;
- A driver's licence and valid PDP (preferable);
- A valid first-aid qualification, or a willingness to obtain one;
- Prepared to work overtime and on weekends;
- Requisite clearance certificates.

Duties and responsibilities shall include, but are not limited to:

- Improving pupils' riding skills and techniques, in conjunction with the WEC Manager, through structured and planned riding lessons;
- Assisting pupils in understanding sound equestrian practices and protocols, and setting a positive example in all equestrian aspects;
- Providing feedback on riders' progress for reporting purposes, as required;
- Adhering to the policies of the School, in particular policies relating to the safeguarding of children;
- WEC yard assistance:
 - Ensuring the health and safety of all horses and ponies, and maintaining up-to-date records of any ailments and treatment provided;
 - Assisting with all WEC yard activities;
 - Exercising all horses and ponies according to a schedule;
- Assisting with the SANESA shows, both local and out of town;
- Attending WEC shows and pony camps, and assisting with their planning and preparation;
- Promoting good sportsmanship and appropriate conduct among pupils;
- Adhering to all relevant health and safety and first-aid requirements;
- Undertaking general administrative duties as required.

Closing date: 2 November 2026 | Commencement date: January 2027

Please click the link below to submit your CV and two contactable references:

<https://www.woodridge.co.za/woodridge-college-and-preparatory-school-wec-assistant>

MORE THAN A SCHOOL, AN EXPERIENCE

Woodridge College & Preparatory School reserves the right not to fill this position. Woodridge is an equal opportunity employer. Only shortlisted candidates will be contacted. If you have not heard from Woodridge within three weeks of the closing date, please consider your application unsuccessful. An application will not, in itself, entitle an applicant to an interview or appointment.

In line with the Protection of Personal Information Act 4 of 2013 (POPIA), Woodridge College & Preparatory School (Woodridge) will take all reasonable steps to protect your personal information. Your information will not be used for any other purpose or for positions that may become available in future. By submitting your CV or application, you consent to Woodridge using your information for the recruitment, selection and reporting processes relating to this position.