**Job Description – Duke of Edinburgh’s Award Co-ordinator**

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| **Job Title** | Duke of Edinburgh’s Award Co-ordinator |
| **Grade** | Band 3 Points 17-21 |
| **Reports to** | Associate to the Principal or designated SLT line manager |
| **Job Purpose** | Facilitate the delivery of Gold, Silver and Bronze Duke of Edinburgh’s Award for CCHSG students |
| **Duties** | * Plan a programme for the delivery of the three levels for each academic year.
* Budget for the delivery of the three levels for each academic year and decide a fee for students for each level, in consultation with the SBM and SLT. Monitor subsequent participants’ payments in liaison with the Finance Office.
* Prepare, maintain and develop an adequate equipment store and arrange for the loan and return of equipment for participants.
* Promote DofE training and development for CCHSG staff.
* Ensure that external staff are employed to fulfil expedition needs, where necessary and have relevant DofE qualifications.
* Deliver the school DofE sessions, following the programme devised, involving CCHSG staff to develop their ability to deliver these sessions.
* Annually arrange, train and supervise a group of gold participants to act as mentors for the bronze groups (DofE leaders –DELs)
* Plan an expedition programme to include the booking of staff, accommodation, transport and food. Ensure that the programme complies with CCHSG Educational Trips and Visits Policy, ECC Evolve visit guidance and safeguarding requirements.
* Lead expeditions, delegating responsibility to CCHSG staff where necessary, to encourage the development of the skills required:
* Hard skills: hillwalking, navigation, expedition supervision, expedition assessment and First Aid in the Outdoors.
* Soft skills: group management, staff deployment and management and pastoral care of students on expeditions.
* Promote the full use of the eDofE recording system to encourage all participants to fulfil their DofE potential and evidence the same. Regularly monitor participants’ progress.
* Plan an annual Presentation Evening with the designated SLT member, liaising with the necessary internal and external agencies.
* Report regularly to the SLT to ensure the quality of delivery and to develop strategies to enhance that delivery.
* Maintain regular contact with the Regional DofE Manager to ensure a flow of relevant information in both directions and to seek his/her help where necessary.
* Comply with the requirements of the DofE Direct Operating Licence and liaise with the regional co-ordinator on a regular basis.
* Be available to undertake consultancy work with other schools regarding DofE on behalf of CCHSG as required.
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| **General** | 1. To undertake any training commensurate with the post.
2. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
3. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
4. Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
5. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
6. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade.
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| **Health and Safety** | Under the Health and Safety at Work Act 1974 all employees are responsible for:Looking after their own safety and the safety of others affected by their workCo-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School’s policies, risk assessments and health and safety standards.Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager.Using work equipment provided correctly, in accordance with instructions or training.Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.Reporting health and safety incidents, in accordance with the School’s health and safety Incident Reporting Procedure.Contributing to the safety education of pupils through the formal and informal curriculum. Ensuring that any visitors in their care follow health and safety instructions.Effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions. |

Information about DofE at CCHSG

* CCHSG has a Direct Operating licence.
* Gold, Silver and Bronze Awards all run at the school
* On average, currently 80-90 students participate at Bronze level, 30-40 at Silver and 15-20 at Gold.
* The DofE Award Scheme is entirely self-funded.
* There is a large range of equipment available for use which is stored on site.
* Several staff volunteers assist at the training sessions and on expeditions, assisted by external DofE Supervisors and Assessors.

**Person Specification**

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| **General Heading** | **Detail** | **Examples** |
| Qualifications and Experience | Specific qualifications and experience | Relevant walking qualifications e.g. ML, LLA, BEL. Associated first aid qualification – First Aid in the Outdoors. Hillwalking experience and experience in leading expeditions at all levels. |
| Literacy | English to GCSE Grade C and above or equivalent |
| Numeracy | Maths to GCSE Grade C and above or equivalent |
| Communication | Written | Ability to write detailed reports, letters etc.  |
| Verbal | Ability to exchange complex and sensitive information clearly with children and adults |
| Listening | Ability to actively listen and seek to overcome communication barriers |
| Negotiating | Ability to consult effectively with children and adults |
| Confidentiality | Ability to keep information confidential |
| Working with Children | Behaviour Management | Understanding and implementation of school behaviour management policy |
| SEN | Understand and support the differences in children and adults in relation to ICT |
| Curriculum/School Organisation | General understanding of the school curriculum and organisation structure  |
| Child Development | Understanding of how D of E contributes to the way in which children develop |
| IT Skills | Ability to use IT such as Word and Excel |
| Child Protection & Safeguarding | Basic understanding of requirements and responsibilities under Child Protection & Safeguarding |
| Health and Well Being | Understand and promote the value of emotional and physical well-being in adults and childrenTake responsibility for own wellbeing |
| Working with Others | Working with partners | Ability to form effective relationships with those working in and with school external partners |
| Relationships | Patience and the ability to deal with a wide range of demands from a variety of peopleAbility to establish rapport and respectful, trusting relationshipsAbility to build open and honest relationships |
| Team Work | Work effectively as part of a teamAbility to work independentlyKnow how and when to seek support |
| Information | Ability to provide clear, timely and accurate information |
| Equalities | Demonstrate commitment to treating all people fairly |
| Skills | Organisational and Time Management Skills | Good organisational skillsAbility to prioritise work and manage own time effectivelyFlexible attitude to day to day tasks |
| Time Management | Ability to plan and manage own time effectively |
| Creativity | Ability to follow instructionsAbility to resolve problems independently |
| CPD | Demonstrate commitment to own and others professional development |