

## JOB DESCRIPTION

### [Chingford Academies Trust](#)

<b>Title of Post:</b>	Trust Duke of Edinburgh (DofE) Coordinator
<b>Grade/Pay Range:</b>	Scale SO1 (spinal points – 23-25) £10,626 - £10,910)
<b>Hours:</b>	10 hours p/w
<b>Weeks per year:</b>	52.14 weeks per annum
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Trust Central Team Line Manager
<b>Responsible for:</b>	None
<b>Key Contacts:</b>	Internal: All staff and students within the school and across the Trust External: The Duke of Edinburgh's Award organisation; parents/carers; external activity providers; expedition centres; transport providers; assessors and instructors; volunteers; local community organizations

The Duke of Edinburgh Coordinator works collaboratively across the Trust schools with teaching and support staff, Senior Leadership Teams and external providers to ensure the effective delivery, administration and safety of the Duke of Edinburgh Award programme.

#### **LINE OF RESPONSIBILITY**

The post holder is directly responsible to the Trust Central Team Line Manager.

#### **JOB PURPOSE**

- To be responsible for promoting and running the Duke of Edinburgh Award Scheme, which includes administration of the scheme, liaising with the external providers who deliver the expeditions.
- To set, plan and deliver an expedition programme that is an appropriate challenge for each level of the award, either independently or via an official provider.
- To accompany pupils on D of E activities at weekends and during school holidays, leading expeditions as required and taking overall responsibility for the safety and well-being of the students during training and expeditions.
- To deliver a training programme to participants that meets the requirements of the D of E expedition training framework.

- To oversee the full participant journey, integrating Manager, Leader, and Expedition Supervisor responsibilities to ensure the highest standards of safety, engagement, and Award completion.

## **MAIN RESPONSIBILITIES AND DUTIES**

### **Programme Management & Development**

- Develop, implement, and review a DofE development plan across the Trust, identifying opportunities for increased participation.
- Act as a champion for the DofE within the Trust and actively promote the DofE within the local community.
- Authorise, manage and set up sufficient DofE groups to ensure access to a DofE programme for all participants who wish to take part.
- Purchase Welcome Packs, assign Participation Places, issue badges and certificates on completion of Awards, and arrange suitable opportunities to celebrate young people's achievements.
- Approve the appointment of Leaders, instructors, Supervisors and Assessors and ensure they have access to appropriate training/qualifications.
- Manage, support, and motivate DofE Leaders, ensuring they have undergone appropriate training, and run an active volunteer recruitment programme.
- Use DofE reporting functions to measure performance, set development targets, and ensure compliance with all aspects of the DofE Licence.
- Deal with complaints and queries in an efficient manner.

### **Participant Support**

- Prepare pupils in all aspects of the Bronze, Silver and Gold Duke of Edinburgh's Award, assisting participants to decide on their programme choices, timescales, and goals.
- Recruit participants, including organising and attending presentation events for pupils and parents to outline aims and benefits.
- Regularly encourage participation in chosen activities and communicate with parents/guardians about DofE group plans and meetings.
- Facilitate pupil registration on the eDofE system, regularly approve uploaded evidence, and agree the completion of sections.
- Provide accurate information to the Finance Office relating to the budgeting and charging for DofE activities in a timely manner.

- Ensure effective policies are in place so that the needs of all pupils, including those with particular difficulties or disabilities, are met.

### **Expedition & Safety Management**

- Take legal responsibility for the safety and welfare of young people on practice and qualifying expeditions.
- Organise and lead expeditions, either independently or through an official provider, accompanying pupils on training days and expeditions.
- Carry out comprehensive risk assessments of expedition routes and activities.
- Ensure teams are properly equipped, allocate and check the standard of school equipment, and manage the school stores.
- Check all training and practice expeditions have been completed and evidenced in eDofE, and ensure all appropriate expedition approvals have been received.
- Be the focal point for communication before, during, and after the expedition, keeping all stakeholders informed.
- Arrange for additional staff to accompany the trips if ratios require this, manage the supervision plan, and coordinate other expedition support staff.
- Ensure that the team's expedition fully meets the DofE Expedition Requirements.

### **GENERAL**

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School/Trust.
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To be committed to, and comply with, all Trust policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
- To participate in appraisals annually in line with school policy.
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
- To work effectively and successfully in your team within school.
- To carry out any other duties not outlined above which are within the scope of the post.
- To allocate and check the standard of school equipment and manage the school stores, including the maintenance of the camping equipment.

- To keep the Head Teacher/Head of School and relevant SLT members informed about issues and progress, including any concerns, developments or annual requirements.
- To liaise, communicate and work with national and local DofE authorities as required.
- To attend training sessions, Award ceremonies and other events as appropriate.

**OTHER REQUIREMENTS**

- To have an up-to date Enhanced DBS Disclosure.

**SAFEGAURDING**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of ‘Keeping Children Safe in Education’ (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of ‘Keeping Children Safe in Education’, (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder: .....

Signature: .....

Date: .....

**PERSON SPECIFICATION & ASSESSMENT**  
**Trust Duke of Edinburgh (D of E) Coordinator**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
GCSE or equivalent in English and Maths as Grade C or above		X
To be qualified as a Mountain Leader	X	
To hold a current full First Aid qualification (minimum 3-day certified course)	X	
To hold a valid minibus driver licence (D1)		X
BCU UKCC Level 2 Coach		X
Recent and relevant professional development		X
<b>EXPERIENCE</b>		
Experience of working with young people in outward bound activities	X	
Experience of working in education settings		X
Experience of working with the armed forces		X
<b>SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Good knowledge of the requirements of the Duke of Edinburgh's Award Scheme	X	
Excellent written and verbal communication skills	X	
Competent organisational, planning and presentation skills	X	
<b>PERSONAL ATTRIBUTES</b>		
The ability to prioritise, work calmly under pressure and respond positively to demands	X	
Ability to work flexibly to fulfil the requirements of the post	X	
<b>SAFEGUARDING</b>		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedure	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

**The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.**