

Neatherd High School
Job Description

Name:	
Job Title:	Duke of Edinburgh Award Manager
Salary point range:	Honorarium of £1,800.00 per annum
Responsible to:	Assistant Headteacher
Responsible for:	Developing and supporting pupils undertaking the DofE Award, within the remit of the Licensed Organisation (Neatherd High School) to complete the award and receive their certification
Effective Date:	Sept 26

Role and Context

General Duties and Responsibilities:	DofE Managers perform a vital role on behalf of the charity. They ensure that The Duke of Edinburgh's Award is operated in accordance with the terms of the Licence agreement and support the DofE's mission. The DofE Manager plays a vital role in supporting the successful delivery of both the Bronze (Year 9) and Silver (Year 10) Award programmes
Working Closely with:	Pupils, Assistant Headteacher, Volunteers, DofE Licence holder, DofE Awards Volunteers/Staff and Trust DofE Lead
Duties:	<ul style="list-style-type: none"> • Leading recruitment of the annual DofE cohort (typically launched in September) • Managing participant enrolment and overseeing the eDofE online system • Planning, organising and booking the Bronze and Silver expeditions • Attending expeditions alongside support staff and/or volunteers • Organising appropriate training to ensure students are prepared for their expeditions • Supporting students throughout their DofE journey • Use eDofE to actively manage DofE groups • Ensure that all DofE groups are adhering to the correct policies and procedures • Run an active volunteer recruitment programme • Use the eDofE reporting functions to measure performance and set development targets • Ensure compliance with all aspects of the DofE Licence • Be a champion for the DofE within the Licensed Organisation and actively promote the DofE within the local community
General Duties	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date:
