



Kings Priory School

Job Description

Post:	Duke of Edinburgh Co-ordinator
Salary:	Grade D Point 9, £14.13 per hour
Hours:	Working pattern 50 days over the academic year, 20 of which are overnight camping/visits.
Responsible to:	Senior Leadership Team

JOB PURPOSE:

To lead, plan and manage the delivery of a Duke of Edinburgh programme. To work with colleagues across the academy to run expeditions and take a leadership role in outdoor activities.

Duties

Key Responsibilities

- Liaise with the Vice Principal to deliver DofE
- Produce annual financial planning for Duke of Edinburgh Programme, balancing affordability for parents with the need to sustain the costs of the delivery, year on year
- Work collaboratively with the finance team to ensure timely payment of fees and ensure a balanced budget
- Ensure the delivery of high-quality programmes and identify opportunities for maintaining the current levels of participation
- Manage the provision of a safe and enjoyable DofE programmes for participants from the Licensed Organisation.
- Complete DofE administration such as enrolling participants, communicating with parents, Authorised Providers, planning and submitting E-visit applications etc.
- Deal with queries and complaints
- To be the "first port of call" for any concerns students may have about completion of their award on the DofE record system.
- To work within the schedule established for each award and help pupils to meet deadlines set.
- Approve the appointment of Leaders, instructors, Supervisors and Assessors and ensure they have access to appropriate training/qualifications for their role.
- Manage and support Leaders – support them in their role, ensure they have undergone appropriate training and actively manage the recruitment of new Leaders when necessary.
- Use eDofE to actively manage DofE groups.
- Ensure that all DofE groups are adhering to the correct policies and procedures.

Expeditions

- Support teachers who are leading expeditions to ensure their safe and efficient running in good time
- Ensure DoE staff get training such as First Aid and route planning sessions, in line with the DofE recommended training programme.
- Support expedition leaders with risk assessments and planning
- Participate in expeditions for Gold, Silver and Gold Award

All staff of Kings Priory School should:

- Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion
- Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the School appraisal process and support colleagues in achieving their own targets where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.