

Job Description Duke of Edinburgh Award Manager

Salary Grade: Unqualified Teacher Status 1-3

Salary Scale: 19,340 – 23,777 dependant on experience

Contract Type: Part time, Permanent

Hours of Work: Annualised hours contract 1020 hours per annum to include attendance on expeditions which will include some weekends.

Responsible To: Head Teacher

Post Overview

An exciting opportunity has arisen for a DofE Manager. This post would suit someone who can work flexibly including some weekends and evenings to attend expeditions and has an interest in the outdoors and outdoor activities. This post is hybrid and the successful candidate may work from home but they will be required to work on the school site during the school day if necessary. Previous experience is desirable but not essential and full training will be given.

Post Objective

To ensure the delivery of high quality programmes to DofE groups and co-ordinate the planning and administration of all school visits.

Background: The Duke of Edinburgh Award is a popular option at John Mason School with large numbers of students taking the award at all levels. Helping young people from every possible background take part in the DofE programme to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability, and prove to themselves they can succeed at a serious challenge.

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. They develop, support and promote the delivery of the DofE within the remit of their Licensed Organisation

The key tasks of the role are to:

YOUNG PEOPLE

- Liaise with the Director of Key Stage 4 to deliver part of the DofE Tutor Programme.
- Ensure the delivery of high quality programmes and identify opportunities for increased participation.



- Manage the provision of a safe and enjoyable DofE programmes for participants from the Licensed Organisation.
- Issue badges and certificates on completion of Awards.
- Arrange suitable opportunities to celebrate young people's DofE achievements.
- Purchase Welcome Packs and assign Participation Places.
- Deal with complaints and queries in an efficient manner.
- 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.

DOFE GROUPS

- Authorise, manage and set up sufficient DofE groups to ensure access to a DofE programme for all participants who wish to take part.
- 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.

GENERAL

- Use eDofE to support the delivery and management of DofE within the Licensed Organisation.
- Use the eDofE reporting functions to measure performance and set development targets.
- Ensure compliance with all aspects of the DofE Licence.
- To maintain, store and catalogue any school DofE equipment and the oversight of all equipment, resources and their updating as necessary.
- An awareness of Health and Safety problems/risk assessment and the oversight of the safety of all students when being taught and making students themselves aware of safety.
- To adhere to and carry out all relevant aspects of the school's Health and Safety policy.
- Undertake any training required.
- To manage the budget and communicate clearly with the finance team and ensure payment of invoices and a balanced budget.

Registered Office: Rush Common School
Hendred Way, Abingdon, Oxon OX14 2AW

John Mason School is part of the Abingdon Learning Trust.
Abingdon Learning Trust is an exempt charity and a
company limited by guarantee.
Registered in England and Wales: **Company No. 7931866**

School Address: Wootton Road
Abingdon, Oxon OX14 1JB

T: (01235) 524 664 **F:** (01235) 520 711

E: office.4126@johnmason.oxon.sch.uk
www.johnmason.oxon.sch.uk



EXPEDITIONS

- Plan expeditions to ensure their safe and efficient running in good time.
- Provide additional training such as First Aid and route planning sessions.
- Completion of expedition risk assessments.
- To check prospective routes in detail and submit routes to D of E partners
- To be a leader for one level of the award.
- To act as a supervisory member of staff on expeditions where required, including the supervision to and from the expedition.

DofE Award Manager Person Specification

Skills and Knowledge

Essential

An ability to communicate with adults and young people, both verbally and in writing.
Good team worker and team leader.
An ability to organise and plan effectively.
Competent in the use of ICT for teaching and learning purposes.
Competent in the use of ICT for recording and monitoring use.
To hold/or be willing to work towards a Walking Leader qualification.
To hold or be willing to work towards an Expedition Assessor Accreditation
Have experience or be willing to work toward a DofE DLC Manager role.
Able to provide inspirational leadership and motivate adults.
Plan, manage and monitor own tasks and time.

Qualities

Respected decision maker.
Committed to ensuring high standards
Flexible approach.
Self-motivated.
Commitment to DofE's guiding principles.

Desirable

Experience of running DofE programmes.
Staff or volunteer management.
Experience of working with young people
Knowledge of current issues affecting young people.

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Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

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