

Job Title: Duke of Edinburgh Manager	Pay Scale: PPS19
Normal Place of Work: The Priory Academy LSST	Line Manager: SLT link for DofE
Role Summary: To lead and manage the Duke of Edinburgh Award in order to enable pupils to develop the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance among participating students.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- Ensure the delivery of a high-quality programme and identify opportunities for increased participation and completion of the DofE program.
- Manage the provision of a safe DofE programme for participants.
- Review and ensure any risk assessments are completed and appropriate for any/all DofE activities
- Issue badges and certificates on completion of awards.
- Purchase and assign participation places and manage the DofE budget.
- Authorise, manage and set up sufficient DofE groups to ensure access to a DofE programme for all participants.
- 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 and support the delivery of DofE within the Academy.
- Ensure that all DofE groups are adhering to the correct policies and procedures.
- Run an active volunteer recruitment programme.
- Liaise with external providers, where appropriate, to support the completion of the DofE qualification.
- Plan the calendar for delivery in line with the Academy Calendar.
- Maintain the relationship with The Duke of Edinburgh's Award organisation and the Academy's status as a DofE Operating Authority (Licensed Organisation).
- Promote, within the Award, an inspirational culture of engagement, challenge, achievement, self-reliance and enjoyment amongst participants and staff alike.
- Act as the point of contact for the Award for participants, parents and staff.
- Ensure equipment needed for expeditions is ordered in advance of them taking place and report any faults.
- Complete necessary administrative tasks and liaise with the administrative team to organise DofE activities e.g. booking accommodation, travel arrangements.

Additional Responsibilities:

- Ensure compliance with all aspects of the DofE licence.
- Undertake DofE courses needed for the post as guided by the Licensed Organisation.
- Arrange suitable opportunities to celebrate young people's DofE achievements.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Duke of Edinburgh Manager

		Essential	Desirable	How assessed
QUALIFICATIONS				
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ 3 qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)				
5.	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
6.	Experience of working in an education setting		X	AF/IV
7.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
8.	High standards of accuracy and attention to detail	X		AF/IV
SKILLS AND ABILITIES				
9.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
10.	Ability to work on own initiative and as part of a team	X		IV/R
11.	Good planning and organisational skills	X		IV/R
12.	Excellent oral and communication skills	X		IV/R
13.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
14.	Ability to motivate and develop self	X		IV/R
15.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....