



STOCKPORT GRAMMAR SCHOOL JOB DESCRIPTION

JOB TITLE: Duke of Edinburgh Expedition Coordinator

RESPONSIBLE TO: Duke of Edinburgh Award Manager

OTHER CONTACTS: Teaching staff, support staff, pupils and parents at the school, volunteers, DofE North of England

KEY ACCOUNTABILITIES: To be responsible for the management, delivery monitoring, development and promotion of the Duke of Edinburgh Award at the School. This role is for 200 days of the year: around 70 days are on expedition and some days can be worked at home with prior agreement.

MAIN RESPONSIBILITIES:

- To assist the DofE manager by leading the DofE Award expeditions at all levels.
- To independently lead DofE practice expeditions, assessments and training (day and weekends) at Bronze, Silver and Gold Levels as required.
- To be responsible to the DofE Manager and Outdoor Education Coordinator as needed.
- To assist the DofE Manager in DofE expedition training during and after school (working in school 2/3 days a week, depending on time of year).
- To keep kit stores organised, clean and well equipped.
- To ensure the delivery of a high-quality programme to pupils taking part in the DofE.
- To use eDofE to ensure pupils are on track with their DofE award.
- To communicate with parents/guardians about DofE group plans/meetings/expeditions.
- To demonstrate high levels of safety awareness and risk management.
- To assist the DofE Manager in training staff and volunteers.

Other Duties

- To play an active role in supporting outdoor education as a whole.
- To assist with climbing and biking activities.
- To assist in other areas of the school where required.

Person Specification

- Summer Mountain Leader Award
- Experience of leading groups
- Experience of running overnight expeditions
- Full driver's licence

Desirable qualifications

- An award in Canoeing/Kayaking
- Other outdoor qualifications
- D1 + E minibus license
- RCI/CWI award
- Duke of Edinburgh Assessor at Bronze, Silver and Gold
- 2-day first aid course

Training and Development

To be aware of overall departmental priorities, personal objectives and whole school aims. Full on-the-job training will be provided.

To take part in an appraisal review to be held at appropriate intervals, one of the benefits of which will be the identification of job-relevant training needs.

Legislative and Organisational Requirements

- Ensure that all staff conduct themselves in accordance to their responsibilities under the Health & Safety at Work Act 1974.
- The post holder will, at all times, perform the duties with due adherence to all School Policies and Procedures.
- Promoting and safeguarding the welfare of children and young persons with whom you come into contact.

This job description, hours and days of work may be varied to meet the changing demands of the School at the reasonable direction of the Bursar. Any significant changes will, wherever possible, be made after consultation.

Stockport Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening, including checks with previous employers and DBS.

Employee Name (PRINT): _____

Employee Signature: _____

DATE: _____

Employer Name (BURSAR) _____

Employer Signature: _____

DATE: _____