

## Job Description – Duke of Edinburgh’s Award Expedition Supervisor / Assessor

<b>Job Title</b>	Duke of Edinburgh’s Award Assessor
<b>Grade</b>	Rate per day agreed on appointment
<b>Reports to</b>	DofE Award Co-ordinator
<b>Job Purpose</b>	Facilitate the Gold, Silver and Bronze Duke of Edinburgh’s Award expeditions for CCHSG students
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Supervise students as requested during a DofE expedition, as directed by the expedition leader.</li> <li>• Communicate effectively with the expedition leader regarding any issues or progress of student teams.</li> <li>• Help to ensure that the expedition '20 conditions' will be met.</li> <li>• Be responsible with the expedition leader for student safety and welfare</li> <li>• When assessing, ensure that the assigned student team(s) meet the aim of the expeditions section and the '20 conditions'.</li> <li>• To be familiar with the requirements and expeditions as set out in the DofE Expedition Guide.</li> <li>• To attend pre and post expedition briefings or equipment issues when required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To undertake any training commensurate with the post.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>

<b>Health and Safety</b>	<p>Under the Health and Safety at Work Act 1974 all employees are responsible for:</p> <ul style="list-style-type: none"> <li>• Looking after their own safety and the safety of others affected by their work</li> <li>• Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.</li> <li>• Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.</li> <li>• Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager.</li> <li>• Using work equipment provided correctly, in accordance with instructions or training.</li> <li>• Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.</li> <li>• Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.</li> <li>• Contributing to the safety education of students through the formal and informal curriculum.</li> </ul>
	<p>Ensuring that any visitors in their care follow health and safety instructions. Effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.</p>

#### Information about DofE at CCHSG

- CCHSG has a Direct Operating licence.
- Gold, Silver and Bronze Awards all run at the school
- On average, currently 80-90 students participate at Bronze level, 30-40 at Silver and 15-20 at Gold.
- The DofE Award Scheme is entirely self-funded.
- There is a large range of equipment available for use which is stored on site.
- Several staff volunteers assist at the training sessions and on expeditions, assisted by suitably qualified external DofE Supervisors and Assessors.

## Person Specification

<b>General Heading</b>	<b>Detail</b>	<b>Examples</b>
Qualifications and Experience	Specific qualifications and experience	Relevant walking qualifications e.g. ML, HAML, LL desirable but not essential. Associated first aid qualification – First Aid in the Outdoors an advantage. Hillwalking experience and experience in expeditions desirable. Completed the DofE supervisor and assessor course – desirable.
	Literacy	English to GCSE Grade C and above or equivalent
	Numeracy	Maths to GCSE Grade C and above or equivalent
Communication	Written	Ability to write detailed assessment reports.
	Verbal	Ability to exchange complex and sensitive information clearly with children and adults
	Listening	Ability to actively listen and seek to overcome communication barriers
	Negotiating	Ability to consult effectively with children and adults
	Confidentiality	Ability to keep information confidential
Working with Children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to SEND and other needs
	Curriculum/School Organisation	General understanding of the school curriculum and organisation structure
	Child Development	Understanding of how D of E contributes to the way in which children develop
	IT Skills	Ability to use IT such as Word and Excel
	Child Protection & Safeguarding	Basic understanding of requirements and responsibilities under Child Protection & Safeguarding
	Health and Well Being	Understand and promote the value of emotional and physical well-being in adults and children Take responsibility for own wellbeing

Working with Others	Working with partners	Ability to form effective relationships with those working in and with school external partners
	Relationships	Patience and the ability to deal with a wide range of demands from a variety of people Ability to establish rapport and respectful, trusting relationships Ability to build open and honest relationships
	Team Work	Work effectively as part of a team Ability to work independently Know how and when to seek support
	Information	Ability to provide clear, timely and accurate information
	Equalities	Demonstrate commitment to treating all people fairly
Skills	Organisational and Time Management Skills	Good organisational skills Ability to prioritise work and manage own time effectively Flexible attitude to day to day tasks
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to follow instructions Ability to resolve problems independently
	CPD	Demonstrate commitment to own and others professional development
	Outdoor Skills	Ability to navigate using an OS map. Be able to instruct students on navigation techniques and campcraft e.g. tent pitching, cooking, equipment etc.

DofE Expedition Award Supervisors & Assessors must hold a current DBS. If the school processes and applies for the DBS check, it is expected that it will be converted into a portable DBS by the Supervisor/Assessor.