



St Chris Vision, Mission and Values

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Founded in 1915, there are currently around 550 pupils and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others. We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Current Duke of Edinburgh's Award provision at St Chris

We currently offer the Duke of Edinburgh's (DofE) Award Scheme at Bronze and Silver level with the aspirations to offer Gold. St Chris are committed to the effective delivery of the Award Scheme to support students 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. The Duke of Edinburgh's Award Scheme is part of a broad co-curricular offering at the school.

Job title	Part time Duke of Edinburgh (DofE) Lead and Co-curricular Support		
Salary	Professional Services Scale Point 30 to 36: £36,007 - £41,128 FTE Actual salary based on part time hours £15,641 to £18,428, dependent on skills and experience	Reporting to	Assistant Head (Co-curricular)
Hours	40 weeks of the year Part time 20 hours a week to include some evening, weekend work and working in some of the school holiday periods	Line management responsibility	None

Approved by: Simon Holmes

Date: January 2024

Role purpose:

To develop, lead, support and promote the delivery of the Duke of Edinburgh's (DofE) Award Scheme within St Chris School in line with DofE mission and licence.

There will also be the opportunity to support the delivery of the Co-Curricular options programme where learning outside the classroom and outdoor pursuits is actively promoted and encouraged.



Key accountabilities and responsibilities of the role:

Duke of Edinburgh Lead

- To take the lead on the delivery of the Bronze and Silver DofE programmes with support from the Assistant Head and a team of volunteers within the school for achieving maximum engagement and achievement of Awards
- To develop a programme for students to access DofE Gold
- To arrange, lead and participate in practice and qualifying expeditions (where appropriate and dependent of qualifications held)
- Ensure health and safety and risk assessments have been carried out for all expeditions
- To maintain DofE equipment and ensure fit for purpose, clean and well organised
- Manage the DofE budget
- To liaise with the national DofE authority and ensure compliance with all aspects of the DofE license
- Lead meetings with students involving:
 - Training students in the theory and practice of DofE and supporting them through their DofE experience
 - tracking and monitoring student progress in volunteering, skills and physical activity, including signing off log books where appropriate and inspiring students to encourage the completion of the award requirements
 - planning and evaluating expeditions for assessment and training purposes
- To lead, support and monitor the recruitment and training of DofE volunteers from within the school community ensuring there is adequate preparation and supervision for expeditions
- To undertake the promotion, engagement and administration pertinent to the DofE programme including communications with parents, pupils and third party support as well as managing the eDofE portal
- To arrange suitable opportunities to celebrate pupil's achievements within the DofE programme
- To be committed to own personal development and learning

Co-curricular Support

- To setup and run additional lunchtime and after school clubs as required
- To support the Assistant Head Co-curricular with the continual improvement of our enrichment and co-curricular opportunities across the school including administration, monitoring and evaluating of all educational trips and visits.

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing at all times
- To adhere to health and safety legislation and policy and practice
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material.



This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to carry out any other reasonable duties and responsibilities commensurate with the role, as requested by their line manager.

Person specification

Qualifications

- Expedition/Mountain leader Award or equivalent, or willingness to undertake this immediately on joining
- DofE Award Supervisor/Assessor qualification or willingness to undertake
- Current relevant First Aid qualification or willingness to undertake this immediately on joining
- Full driver's licence

Experience

- Experience of teaching or working with young people
- Experience in leading and participating in outdoor pursuits/activities and running of DofE programmes including overnight expeditions
- Evidence of a flexible approach to irregular hours, including availability to work off-site for residentials and or weekends away from home
- Leading and inspiring a team of staff/volunteers and students
- Delivering training
- Appropriate fitness levels to undertake the DofE expeditions

Knowledge

- Understanding of and commitment to safeguarding children and of safer working practices
- DofE at all levels
- Health and Safety and carrying out risk assessments and identification of resources required for expeditions

Skills

- An ability to communicate with adults and young people, both verbally and in writing.
- Demonstrate high levels of safety awareness and risk management
- An ability to organise and plan effectively.
- IT literate and strong administration skills.
- Able to provide inspirational leadership and motivate young people.

Due to the nature of this role, the successful applicant will need to be willing to work outside of normal school hours, including some evenings and weekends and be physically able to lead expeditions.



Benefits of working at St Chris

We offer a range of great of benefits including: generous NEST pension scheme with an employer contribution of 8% (subject to a minimum threshold). St Chris will contribute an additional 4% if an employee matches this contribution of 4%, life insurance (4 times life), free level 1 Westfield Health benefits (which includes an employee assistance programme, access to counselling and access to health and cash benefits), free school vegetarian lunch during term time, use of the school swimming pool and gym, discretionary fee remission scheme, ongoing continuing professional development and great work environment.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to Emma Roskilly to hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Emma Roskilly on emma.roskilly@stchris.co.uk

Please also complete the equal opportunities monitoring form which will be immediately detached from your application.

Stage	Timescales
Closing date for applications	9.00 am on 5 February 2024
Candidates informed of outcome of application	7 February 2024
Interviews	12 February 2024

We highly recommend an early application as, should we receive enough suitable applications we reserve the right to close the vacancy early.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.