JOB PACK

Duke of Edinburgh’s Award Scheme Co-ordinator

Closing Date: Monday 15 April 2013 (midday)

Interview Date: w/c 22 April 2013
Message from the Head, Felicity Lusk

Thank you for your interest in Abingdon School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, www.abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. To fill you in on a few salient features, Abingdon is an independent all boys’ day and boarding school with around 925 boys aged 11 to 18, including 316 in the sixth form and 126 boarders. Abingdon, along with Abingdon Preparatory School (250 boys aged 4-13 and girls aged 4-7), forms the Abingdon Foundation. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversee both establishments.

Abingdon occupies a large and rather beautiful campus. Facilities are excellent, and we are now looking at future development with keen anticipation. The governors recently commissioned a master plan of the whole campus to guide development over the next 10/15 years. Following a successful fundraising appeal in 2013, we hope to build a new Science Centre containing 21 laboratories and related facilities. In due course, the whole School will benefit from refurbishment and redevelopment. This building programme will add state-of-the-art facilities to an already well-resourced school.

We may be over 756 years old (!) but Abingdon is a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join them.

Felicity Lusk
Head
DUKE OF EDINBURGH’S AWARD SCHEME CO-ORDINATOR

The Duke of Edinburgh’s Award Scheme at Abingdon School

A significant component of the ethos of Abingdon is that boys take part in activity outside the classroom, for example in sport, music, drama, and many other activities. The Duke of Edinburgh’s Award Scheme gives boys important opportunities, and we need a Co-ordinator to take responsibility for the scheme.

Approximate numbers of pupils currently involved in the Award are 70 at Bronze level and 50 each at Silver and Gold level. Recruiting policy up to the present has been to impose a limit on the numbers accessing the Award at each level for administrative and staffing reasons, with strict deadlines for applications being imposed and preference at the higher levels always being given to those who have completed the previous level promptly. Bronze level has been offered to the 4th year (year 10), Silver to the 5th year and Gold to the Lower 6th.

In the well-founded spirit of the Award, participants are advised at the recruitment stage and subsequently expected to take responsibility for their own progress, devising their programmes and finding suitable assessors for each section, and entering all their details on eDofE.

A major component of the scheme at Abingdon is the organisation of expeditions, which is the Co-ordinator’s responsibility. The tradition established over the past several years is to provide some additional challenges in this section, by holding assessment expeditions in areas appropriate for one level higher than expected. Thus Bronze assessment expeditions have been held in the Forest of Dean (usually Silver country), and Silver assessments in the lower levels of Snowdonia (normally Gold country). This has led to a level of training and fitness which has enabled Gold assessment expeditions to be held in genuinely wild country, often in remote areas of north Scotland.

This has depended upon the availability of staff with walking leader qualifications adequate to satisfy the stipulations of Oxfordshire County Council, the Operating Authority. The number of these are currently there are 2 ML(S)s, 1 ML(trg), 1 WGL, 4 BELAs, and 2 other staff with much mountain experience but no current qualification (which unfortunately OCC does not accept); obviously not all these staff can be available for every expedition in wild country, or spare the considerable time involved to acquire qualifications. OCC requirement for expeditions in remote wild country is 1 ML or ML(trg) for each expedition group.

One role of the Co-ordinator will be to continue to create the staffing plan, by close liaison with current Abingdon staff, as well as making links with those willing to staff trips who are not permanent employees of the school.

Training of current employees has continued this year to help improve the skills base of staff.

Abingdon is a busy school, so some weekends are designated as “activity priority weekends” to ensure that boys do not have a sporting commitment they have to fulfil. Many of the longer expeditions are programmed during the school holidays (a total of about 18 weeks per year), and during the final weeks of the summer term.

There is a very well-stocked expedition equipment store, with most items in fully serviceable condition. An office, close to the store, provides a base for Co-ordinator.
JOB DESCRIPTION

Administration:

- To advertise and promote DoE to pupils and in order to recruit staff
- To complete all enrolment related administration for new participants including issuing participants with enrolment packs
- To have overall responsibility for ensuring that Health and Safety requirements in relation to DoE are met; to personally undertake relevant risk assessments
- To be responsible for the administration of the DoE website (enrolling participants/setting up ‘groups’ and ‘expedition’ pages, assessing and approving participant sections, organising Silver and Gold expedition assessors)
- To facilitate the training and qualification of staff: sourcing and booking training courses for staff
- To be the DoE point of contact for parents, Oxfordshire County Council and staff
- To communicate with parents verbally and in writing. To prepare all letters of correspondence with parents on DoE matters

Expeditions:

- To organise dates of expeditions and training, in consultation with the Second Master who has to approve all dates
- To be responsible for the correct completion of expedition paperwork
- To assist pupils with their expedition route plans
- To approve pupils’ expedition route plans, including, where necessary, making reconnaissance visits
- To book campsites, accommodation and all transport for expeditions
- To source expedition assessors either internal or external as needed
- To organise suitably qualified staffing and logistics of all expeditions
- To supervise walking expeditions, and provide overall supervision of all expeditions, including on land and sea (sailing, kayaking)

Financial Responsibility:

- The preparation and management of trips budgets for DoE expeditions (rechargeable to parents)
- The day to day running of a general DoE budget allocated by the school (to include making future years’ bid submissions)
- The preparation and management of the capital budget for replacement equipment (to include making future years’ bid submissions)

Equipment:

- To maintain the School’s DoE equipment store
- To issue equipment and keep track of equipment loans
- To ensure that items in the store are fully serviceable
- To purchase new equipment on behalf of the School within the approved budget maximising the available spend
- To run the GPS tracking software

Other:

- To organise and co-ordinate all arrangements for DoE award celebration events
- To participate in the relevant training to keep up to date with developments within the award scheme
- To keep abreast of developments and issues in ICT within the School
- To undertake any other reasonable task or duty as requested by the line manager
PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Mountain Leader Summer qualification (MLTB)
- Current First Aid qualification
- Clean driving licence with entitlement to drive minibuses

Desirable

- Other Adventurer Training qualifications would be advantageous

EXPERIENCE

Essential

- Experience of the Duke of Edinburgh’s Award programme
- Experience of working with young people
- Experience of leading expeditions
- Experience of administering and organising outdoor activities
- Experience of effectively managing income and expenditure budgets for trips
- Extensive knowledge and experience of Health and Safety requirements for outdoor activities

KNOWLEDGE & SKILLS

Essential

- A good working knowledge of the Duke of Edinburgh’s Award
- An understanding and commitment to child protection and safeguarding
- Ability to inspire, motivate, train and lead pupils and staff
- Have excellent interpersonal, communication and presentation skills
- Have good levels of literacy and numeracy skills
- Ability to relate effectively and to earn the confidence of colleagues, pupils, parents and volunteers
- Ability to lead a team and manage and monitor the Duke of Edinburgh’s Award provision
- Excellent organisational administrative and time management skills
- Enjoy working with young people and have due regard for their welfare and well being
- Have the ability to maintain a professional relationship with young people at all times
- Have the ability to liaise with a wide range of stakeholders and represent the school in professional manner at all times
- Have a willingness to be flexible in terms of working schedules to fit with the programme
- A willingness to contribute to the school beyond the demands of the role
TERMS AND CONDITIONS

We require a commitment of three days per week (0.6 FTE) but this could be combined with another school role e.g. sports coach, CCF officer, relief caretaker, in order to make up a full-time position. Applications are therefore invited from candidates seeking either part-time or full-time employment.

The Co-ordinator’s role requires that hours are worked as necessary, some of which will be during the school week but will also include weekends and school holidays.

The salary for this position is circa £25,000 per annum (pro-rata if part-time). Other benefits include the opportunity to join the School’s contributory pension scheme, 6.4% being paid by the employee and 14.1% by the School and a free school lunch during term time. There is a probationary period of six months.

NOTES

- Applicants are required to declare a date of availability either in their covering letter or on the application form
- Support staff posts at Abingdon do not come with the benefit of accommodation

Applicants are welcome to contact Mr David Dawswell, Second Master, by email in the first place (david.dawswell@abingdon.org.uk) to initiate an informal discussion.
HOW TO APPLY

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website www.abingdon.org.uk/vacancies or by contacting Sharon Spooner, HR Assistant on 01235 849136 hr.assistant@abingdon.org.uk.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Please do not submit a CV: we need information about all applicants to be presented in a consistent format.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Head outlining why you think you are suitable for the role.
- Please do not send testimonials, certificates or examples of work etc, unless specifically requested in the Job Pack.

Guidance for the completion of the section ‘additional skills, experience and interests’

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you will contribute to Abingdon’s ‘Other Half’ (extra-curricular) programme.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up prior to interview. Shortlisted applicants for support posts are advised that references may be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Head by midday on the closing date.

Electronic application forms: hr.assistant@abingdon.org.uk

Postal application forms: The HR Assistant
Abingdon School
Park Road
Abingdon
Oxfordshire
OX14 1DE

Applications received after the closing date may not be considered. All applications will be acknowledged and you will be contacted as soon as possible to let you know whether or not you have been shortlisted.

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after six months.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the DfE.

These checks include the requirement for an enhanced Disclosure and Barring Service (DBS) disclosure, previously known as Criminal Records Bureau (CRB). An application form together with a list of valid identity documents will be sent to you in advance of your interview.
In a ddition, we require evidence of the following:

**Identity** – passport or photocard driving licence together with counterpart licence

**Address** – document from Group 2b of the CRB List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application form

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children.

**Teaching Posts:**

You will be contacted again if you are invited to interview which will include teaching a lesson. The School will contact you about your lesson. You will have a number of interviews, tour the School and meet some colleagues.

**Support Posts:**

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

**Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure;
- a check against the ISA barred list/List 99;
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

**Safeguarding**

All adults working at the Abingdon Foundation should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the Abingdon Foundation should be aware of, and when necessary, follow the school’s Child Protection Guidelines, which are in line with the local Oxfordshire Safeguarding Children’s Board (OSCB)’s practice and procedures.

The Abingdon Foundation has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement by the OSCB that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

**Warning**

Where a candidate is –

- found to be on the ISA barred list/List 99, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children’s Safeguarding Operation Unit.

**Queries**

If you have any queries at all about your application or the recruitment process generally, please contact the Foundation’s HR Department on 01235 849136 or contact the HR Assistant at hr.assistant@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.