



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

EDUCATIONAL VISITS COORDINATOR AND DUKE OF EDINBURGH MANAGER

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident.

We create a welcoming environment which draws the very best from all in our community.

Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

The Vacancy

We are seeking an organised and enthusiastic individual to provide strategic planning and administrative support as EVC and Duke of Edinburgh manager, reporting to the Assistant Head with responsibility for Personal Development. This post holder will:

- Be a champion for all aspects of visits and outdoor learning by encouraging and supporting colleagues to use visits and outdoor learning effectively to provide a wide range of outcomes for students
- Develop, support and promote the delivery of the DofE, ensuring that the Awards are operated in accordance with the terms of the Licence agreement
- Oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits and outdoor learning
- Support the Head in ensuring that the establishment fulfils its duty of care and complies with legal requirements regarding outdoor learning and off-site visits
- Ensure good practice in the provision of visits and outdoor learning including ensuring that leaders are competent at leading visits and that trip evaluations inform future plans

Personal Development

This role sits alongside a number of additional roles at the school which support the provision of Personal Development for students overseen by an Assistant Head. These roles include our Careers, ID, Houses and Charities and Student Publications lead, all carried out by a combination of teaching and non-teaching staff. In addition, administrative support is provided through the school office and finance department.

Aims for Personal Development

To provide dynamic personal development by continuing to strengthen our wealth of opportunities for all, enabling the development of independence, strength and confidence among students, both academic and co-curricular.

EDUCATIONAL VISITS COORDINATOR AND DUKE OF EDINBURGH MANAGER

JOB TITLE:	EVC and D of E Manager
LINE MANAGED BY:	Assistant Head Personal Development
DATE:	September 2024 - August 2026
PAY SCALE POINT:	AHS Pay Scale 4 (£29,477-31,675 FTE)
FULL/PART TIME:	0.5 to 0.6

WORKING HOURS/ TIME ALLOWANCE:

- 18-22 hours per week
- Some flexibility will be required: while this is a term time only post, some participation will be required for trips/expeditions which fall in school holidays/weekends. In the unlikely event of an emergency, the post holder may also need to be on-call to the Senior Leadership Team;

JOB PURPOSE

This role is primarily as the school's Educational Visits Coordinator with additional responsibility as manager of Duke of Edinburgh.

DIMENSIONS

As EVC, this post holder would have oversight of more than 80 trips that take place at AHS every year, all of which are planned and run by passionate trip leaders, who are often very experienced in running these trips. The school uses the online Evolve Visits platform to manage the administration of trips, provided by Buckinghamshire County Council who also provide final LEA approval for overseas trips, residential and adventurous activities.

Overseas residential trips include: exchanges in Germany, France, Spain and Sweden; cultural trips to Berlin, Malaga, Salamanca, Madrid; ski trips to the Alps, France, visits to CERN in Switzerland; and a football tour in Valencia, Spain. In the UK, we also run a wide range of local and distant trips including: adventurous residential trips to Aberdyfi in Wales; Geography field trips in Dorset; student conferences in London; over twenty sporting events and fixtures off site; and more than forty additional trips including theatre, concerts, dance performances and museum trips to London, Oxford and at local venues.

As DofE Manager, this post holder would manage the delivery of DofE Awards working closely with our external Approved Activity Provider (AAP) who facilitates and runs the expeditions. The role would involve having oversight of the eDofE platform, completing and delivering DofE training and working with our linked Operations Officer. At AHS, students achieve Bronze, Silver and Gold awards by completing volunteering, skills and physical activities, and expeditions across the local area, Wales and the Peak District. Typically more than 230 students every year complete some or all of the awards, commencing with over 140 students completing Bronze in Year 10. School staff and volunteers support by providing administrative support and attending expeditions and student training when needed.

PERFORMANCE STANDARDS

The work of the EVC and DofE Manager will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

PRINCIPLE ACCOUNTABILITIES

EVC Role:

- Be a champion for all aspects of visits and outdoor learning by encouraging and supporting colleagues to use visits and outdoor learning effectively to provide a wide range of outcomes for students
- Work closely with trip leaders and the finance department to oversee the planning of trips so that well considered and prepared arrangements lead to well-managed, engaging, relevant, enjoyable and memorable visits and outdoor learning
- Support the Head in ensuring that the establishment fulfils its duty of care and complies with legal requirements regarding outdoor learning and off-site visits
- Ensure good practice in the provision of visits and outdoor learning including ensuring that leaders are competent at leading visits and that trip evaluations inform future plans
- Ensure that trip leaders have completed the necessary risk assessments, checked medical conditions and where necessary, met with relevant staff, students and parents
- Support leaders to ensure that parents are fully informed about visits, and to obtain parental consent as necessary
- Ensure that emergency arrangements are sufficient, and that there is an SLT emergency contact is assigned for each visit
- Monitor trips to ensure good practice and compliance with school policies and identify any training needs
- Ensure that planning complies with the AHS and LEA requirements and that arrangements are submitted for approval within agreed timescales
- Support SLT in approval decisions so that all those with responsibility have the competence to fulfil their roles
- Ensure that all activity is reviewed and evaluated, that good practice is shared, and that any issues are followed up
- Monitor, analyse and evaluate the take up of trips to ensure that they are accessible to all groups of students
- Keep records of individual visits including reports of accidents and near-misses
- Keep SLT and where necessary governors informed about the overall effectiveness of visits and outdoor learning taking place at the school

DofE Role:

- Recruitment and induction process for new participants
- Overseeing and managing progression of participants through the levels
- Managing the eDofE records of participants with the assistance of Year 10 form tutors and other staff volunteers
- Signing off completed Awards for current and past students
- Arranging an annual certificate presentation in assemblies
- Liaison with DofE Operations Officer and Award Verifiers
- Organising and attending onsite training as necessary for students
- Liaising with an AAP (currently Expeditions-Wales) to provide "AHS" Bronze, Silver and Gold expeditions

- Managing the AHS expedition kit
- Recruitment of staff volunteers as eDofE mentors, Verifiers and expedition Supervisors
- Monitoring and encouraging staff to participate in the DofE modular training programme
- Informal staff training on an ad hoc basis
- Attending DofE activities requiring AHS staff presence, on and offsite
- Holding an annual review meeting with DofE Operations Officer in school
- Attending DofE Managers' meetings as required by DofE
- Leading communication with parents and students via letters, assemblies, online and face-to-face information events
- Managing sixth form DofE ambassadors
- Working with finance and admin support for expeditions and DofE registration
- Where required, liaising with Heads of Year, SEND department, Matron and CAMHS about individual students' support and medical plans

PERSON SPECIFICATION

Ideally, the candidate would have experience of leading both residential and day trips in schools and have completed the Educational Visits Coordinator training; however, this training will be provided if a candidate does not have this. Likewise, training in the administration and management of DofE would be desirable but can be provided if required.

Skills and knowledge

Essential:

- An ability to communicate with adults and young people, both verbally and in writing.
- An ability to organise and plan effectively.
- IT literate.
- Ability to manage staff effectively.
- Able to provide inspirational leadership and motivate adults.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage and monitor own tasks and time.
- Construct and implement long-term plans that improve and expand the provision of Trips and DofE offered to young people and identify any training, resources and other needs required to undertake this work.

Desirable:

- Experience of running trips and DofE programmes.
- Staff or volunteer management.
- Experience of working with young people.
- Knowledge of current issues affecting young people.

How to apply for the role

Please write a letter to the Headmistress, Marieke Forster, stating why you would like the role and what qualities you can bring to it.

Please email all letters of application to HR at hr@ahs.bucks.sch.uk

Closing date: Friday 12th July 2024

Interviews: To be confirmed but as soon as possible thereafter

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.