

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Duke of Edinburgh Award
Co-ordinator



Richard Hale School

Duke of Edinburgh Award Co-ordinator

Start date: As soon as possible

Thank you for your interest in the post of DofE Award Co-ordinator. The application pack consists of an application form and the following information contained in this document:

- Copy of the advertisement
- Information about the school
- Job Description

Please note:

- **Closing date: – 12noon on Monday 1st October 2018.** Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
The application form is attached for completion and guidance notes are provided to assist you.
- **References**
Please ensure that you provide email addresses for all your referees as we may request references by email. A **mobile number** for them would also be useful. Referees are likely to be contacted after shortlisting, but before the interview stage.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Karen Dart, PA to the Headteacher, on 01992 583441 (karen.dart@richardhale.co.uk).
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Dart at karen.dart@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Duke of Edinburgh Award Co-ordinator Required as soon as possible

We are looking for a Duke of Edinburgh Award enthusiast with excellent administrative and people skills, and a commitment to the highest standards of care and safety, to take over the running of our extensive and vibrant programme from September 2018. The Duke of Edinburgh Co-ordinator's role is 20% of a full-time job, with hours worked as necessary in order to fulfil the role, some of which will be during the school week but will also include weekends and school holidays. The salary for the position will be £7,000, negotiable dependent on experience.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).

The Application Form and further information can be downloaded from the School's website or you may contact Mrs Karen Dart by email, karen.dart@richardhale.co.uk. The application form, together with a letter of application of no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Dart. Closing date for applications is 12noon on Monday 1st October 2018. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre, and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.

Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. We are heavily oversubscribed and in the last two years have increased the number of students in Years 7 and 8 to 180.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, with 285 students, and attracts boys and girls from further afield than the immediate locality.

As a comprehensive school we take students of all abilities, however the ability of the students on entry is higher than the national average. The number of students that we have from disadvantaged backgrounds or who have SEND are also significantly lower than the national average.

The school's buildings have been improved extensively over the years. Recent additions include a Sixth Form Centre with tutorial rooms and a large common room, complete refurbishment of all Science laboratories, and a major programme of roof and window replacements. We have recently been given planning permission to build a sports hall. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students. We play our Rugby games at Hertford Rugby Club, this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures.

Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, disciplined, considerate and well behaved adults who are able to make a positive contribution to the community and wider world.

In the last Ofsted inspection report (2016), inspectors said: *The school is a friendly and mutually supportive community where morale is high and pupils are well developed as all-round individuals. Your school is founded on strong and traditional values which underpin everything you do.*

The School curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- All students take the three separate sciences and a large number take a modern foreign language at GCSE.
- Our Design and Technology provision includes Engineering, we have a garage on site allowing the students to achieve an IMI motor engineering qualification, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site, expanding to over 30 through the local Federation of secondary schools. BTEC Science and Sport provide students with a more focused vocational curriculum.

At KS5 we teach a linear syllabus with students sitting examinations at the end of the two year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme continues to expand with some 300 students taking bronze or gold awards. The School's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.

Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

We work closely with a number of our primary schools. This ranges from some outreach work in music and other subjects as well as working with our primary schools to support transition arrangements for our Year 7 students.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Job Description: Duke of Edinburgh Award Coordinator

Job Purpose

We are looking for a Duke of Edinburgh Award enthusiast with excellent administrative and people skills, and a commitment to the highest standards of care and safety, to take over the running of our extensive and vibrant programme from September 2018. The Duke of Edinburgh Co-ordinator's role is 20% of a full-time job, with hours worked as necessary in order to fulfil the role, some of which will be during the school week but will also include weekends and school holidays.

The majority of students in the school take part in Duke of Edinburgh at some point in their school career. The vast majority of Year 10 do the Bronze Award and over 50 usually go on to do Gold in Years 12 and 13. Some of the Gold Award students lead the younger ones doing Bronze and assist the DofE Coordinator as part of their Volunteering section.

Main Areas of Responsibility:

The Duke of Edinburgh Award Co-ordinator is responsible for the vision, co-ordination, smooth running, safety, enthusiasm and success of the Award. What follows is not necessarily a comprehensive definition, but an overview of the areas of responsibility. It may be subject to modification or amendment after consultation with the holder of the post.

- To be familiar and work in line with the ethos of the School, the School Development Plans, Staff handbook, Employment Handbook and School Policies
- To form good relationships with students that promote enjoyment of the DofE programme and are in line with the aims, policies and development plans of the school
- To inspire those working within the DofE programme by personal example
- To keep the Assistant Head informed about issues and progress, including any concerns, developments, annual requirements, and so on
- To ensure that effective policies are in place so that the needs of all pupils including those with particular difficulties, disabilities or other needs are met as appropriate
- To monitor and evaluate the delivery of the DofE Award programme
- To keep up-to-date with DofE developments and regulations and implement changes as appropriate
- To liaise, communicate and work with the national and local DofE authorities as required
- To ensure that relevant policies and procedures are implemented and updated annually
- To ensure that material/displays are in place for School newsletters, Open Days and other events
- To ensure the school's Health and Safety Policy is implemented within DofE, and attend School Health and Safety meetings
- To manage the recruitment, training, communication, and operational organisation of, the many volunteers and other staff involved
- To manage an up-to-date database of volunteers, including ensuring completion of necessary forms such as DBS, minibus licences, and necessary training, including Child Protection
- To run/oversee delivery of the Bronze and Gold Awards, including recruitment, retention and training of students and volunteers/staff, ensuring high completion rates

- To manage the substantial budget and equipment store
- To plan, staff and organise the annual calendar of events, liaising with the Assistant Head to ensure as few clashes as possible with other activities and events
- To plan and organise the expeditions, ensuring that procedures are implemented
- To attend training sessions, expeditions, Award Ceremonies, and other events, as necessary
- To undertake any reasonable task as directed by the Senior Management Team
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- To be committed to the safeguarding of children and young people

Person Specification/Experience

- Knowledge, understanding or experience of the Duke of Edinburgh's Award
- Passion for the Duke of Edinburgh Award programme
- Experience working in the outdoors with qualifications such as BEL (Basic Expedition Leader), Lowland Leader, Hill and Moorland Leader, Mountain Leader or commitment to gain these
- Experience of working appropriately within Health & Safety and Safeguarding regulations
- Commitment to high standards of care and safety
- Experience working with students or young people
- Ability to inspire, motivate, train and lead students and staff
- Ability to relate effectively and to earn the confidence of colleagues, students, parents, volunteers
- Ability to lead a team and manage and monitor the Duke of Edinburgh Award provision
- Excellent organisational administrative and time management skills
- Professionalism and integrity
- Excellent communication skills
- Enjoyment of new challenges and experiences
- Flexibility and Reflective practice

Responsible to: Assistant Headteacher (Curriculum)

Working Time: Flexible working equivalent to one day per week term time