



**EMMANUEL COLLEGE**  
*Emmanuel Schools Foundation*

**Educational Trips, Visits & Duke of Edinburgh Coordinator**  
**TEMPORARY**

***Term time only***

***37.5 hours per week***

***SCP 17 – 23 (FTE £30k - £33,366)***

***Based across both Emmanuel College and Grace College, Gateshead***

**Role purpose**

**Providing oversight of the Educational Visits process and Duke of Edinburgh programme within and across each of the colleges by:**

- creating and updating policies and procedures for trips and outdoor learning, including safeguarding, inclusion, health and safety and risk management;
- supporting visit leaders in their preparation, evaluation and forward planning;
- ensuring that an effective, impact-driven risk assessment is carried out for each visit;
- promoting and increasing student participation in the Duke of Edinburgh Award programme, ensuring strong coverage across the two schools and raising the profile of the Duke of Edinburgh Award at all three levels: Bronze, Silver and Gold.

**Specific Tasks will include (for EVC)**

- Support staff in the planning and organisation of educational trips and visits and oversee the educational visits plan for the year in conjunction with the Head of School; this includes ensuring that all visits support the core or co-curriculum and payments and procedures are in line with statutory guidance.
- Obtain and check quotes for trips & visits.
- Support trip/visit leaders in producing budget and agreeing payment schedules.
- Book transport and tickets, verify invoices and liaise with finance team over payment.
- Ensure risk assessments are completed, validated and compliant.
- Act as the primary contact for parental queries.
- Ensure trips/visits are set up on parentpay to receive permissions/payments.
- Ensure payments from parents are received on time.
- Ensure relevant information is collected (e.g. permissions, medical, passport information).
- Work with trip/visit leader to ensure suitable staffing (including correct ratios, first aiders etc).
- Monitor trip budget.
- Liaise with Outdoor Education colleagues as required.
- Co-ordinate and administer weekly planning meetings with trip and school leaders as appropriate.

**Specific Tasks will include (for Duke of Edinburgh)**

- Manage the eDofE interactive online system.
- Ensure all participants submit suitable programmes of activity, evidence of action and assessor's reports. Check and give prompt feedback on programmes, evidence and assessor's reports.
- Act as the key contact for expedition planning/risk assessment and coordination.
- Establish appropriate, regular and effective communication procedures that keeps students, parents and school colleagues and leaders up-to-date with the programme and the expeditions.
- Report on the progress, success and evaluation of student participation in the DoE programme.



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Emmanuel Schools Foundation is committed to the safeguarding of children and expect all staff to share this commitment. The post holder will be expected to comply with the organisation's Safeguarding Policies and Procedures.

Where the post is engaged in regulated activity and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
5 GCSEs or equivalent A*-C including Maths and English	<b>X</b>	
Competent using Microsoft applications (especially Word, Excel and Outlook)	<b>X</b>	
First Aid qualified (or willing to undertake training)	<b>X</b>	
Experience of working in a school		<b>X</b>
Knowledge of the Duke of Edinburgh scheme		<b>X</b>
Ability to work as part of a team	<b>X</b>	
Ability to build and maintain positive relationships with students and colleagues	<b>X</b>	
High level of organisational and record keeping skills	<b>X</b>	
Ability to manage own workload	<b>X</b>	
Ability to work within and apply all school policies (such as behaviour management, health & safety, equality, et..)	<b>X</b>	
Willing to work within and uphold the ESF Christian ethos	<b>X</b>	
Good knowledge and awareness of Data protection laws		<b>X</b>
Ability to lead, motivate and inspire students		<b>X</b>
Full UK driving licence		<b>X</b>