

**Job Title** Dame**Reports to** Director of Boarding Management**Job Purpose**

The role of the Dame is wide-ranging, and they play a key role in the running of a boarding house, assuming responsibility for the house in the House Master's absence. Together with the House Master, they are responsible for the wellbeing of every pupil in the house and play a pivotal role in caring for and nurturing them, helping develop a culture based on kindness, courtesy, dignity and respect, and an environment where individual differences and the contributions of all members of the house are recognised and valued.

The Dame has particular responsibility for pupils' health and provides first-line medical care, as well as the administration of medicines. In addition, they are responsible for the supervision and presentation of pupils in the house. They monitor the overall standards of cleanliness and catering (if relevant) within the boarding house and work closely with the Supervisors and Heads of these central teams to ensure that standards are maintained. They work with Buildings and maintenance departments to ensure that the fabric of the building is well maintained. They also help plan, organise, and manage the many and varied house events that take place every year. They line-manage their two Dame's Assistants.

**Key accountabilities:**

- Provide high levels of pastoral care to pupils, including effective first-line medical care;
- Contribute to building a high performing house-team, including effective management and development of Dame's Assistants;
- Day-to-day responsibility for monitoring the overall standards of cleaning and catering (if applicable) within the house, working closely with the central teams to ensure that these are maintained;
- Work in conjunction with departments across the College to help ensure that the house is fully compliant within the Dame's areas of responsibility;
- Sound management of the house budgets for which the Dame is responsible.

**Key Tasks and Responsibilities**Responsibilities to the House**Pupils:**

- Provide a sympathetic presence in the house, working closely with the House Master to provide a high level of pastoral care to pupils, liaising closely with other relevant staff as necessary, including those in the Safeguarding Team, the Stephenson Centre for Wellbeing, and the Health Centre;
- Promote and safeguard the welfare of pupils, adhering to the school's Safeguarding procedures and Child Protection Policy and processes at all times. Reporting any concerns regarding actual or potential risks in line with the school's policies.

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- Work closely with the House Master to ensure high standards of cleanliness and presentation of pupils, as well as helping to uphold the disciplinary ethos of the house;
- Work closely with the House Master to ensure high quality pupil recruitment, admission and induction processes are in place; contributing to the interviewing of prospective pupils and their families, as well as induction arrangements for new pupils, including meeting with them prior to their arrival;
- Be a highly visible presence around the school, regularly attending fixtures and events in support of pupils;
- Liaising with the House Master, Dame's Assistants, and central catering as necessary to help plan, organise and manage the many and varied house events that take place;
- Be present at meals ensuring regular pupil attendance and overseeing behaviour;
- Be 'on call' when on duty overnight.

**Staff:**

- Contribute to building a collaborative, supportive and high-performing team within the house.
- Lead and line-manage the Dame's Assistants; holding regular meetings, and providing appropriate direction and support, as well as helping to manage their workload;
- In conjunction with the Boarding Leadership Team, manage the appraisal process of Dame's Assistants and support their professional and career development;
- Delegate duties to Dame's Assistants when necessary;
- In conjunction with the Director of Boarding Management, help lead and coordinate the induction of new Dame's Assistants;
- Work in partnership with the central housekeeping, maintenance and catering staff, liaising regularly with line managers to ensure high standards are maintained and an effective appraisal process can be carried out.

**Parents:**

- Be a representative of the House to parents and the Eton Community, communicating with parents where necessary concerning housekeeping, pastoral and medical matters, responding to all communications from parents in a timely manner.

**Health and medical:**

- Provide first-line medical care for pupils, holding formal daily surgeries, including after every meal, and administering medications in line with school policies, liaising with and/or referring to the school's health and medical staff when necessary.;
- Accompany pupils to routine medical appointments as necessary, and respond to medical emergencies, including accompanying pupils to the Health Centre or hospital;
- Provide consent for medical interventions when necessary, such as when pupils are to undergo operations in hospital, as well as deal with pupil's private medical insurance.
- Authorise medical absences for pupils;
- Conduct comprehensive handover sessions with Dame's Assistants during duty change periods.

**Compliance:**

- Support the House Master with planned, termly fire drills and lockdown procedure drills, liaising with the Health & Safety Department to help address any issues that may arise;
- Keep a house maintenance log to help direct the work of central maintenance and liaise with the Buildings Department and Health & Safety Department to help ensure that the fabric of the house is compliant and in a state of good repair. (These tasks are often delegated to the Dame's Assistants, with the Dame maintaining oversight).

**Administration:**

- Attend house team meetings and other meetings as directed by the House Master;
- Together with the House Master, maintain budgetary control for all house purchases within the Dame's area of competence.

**Responsibilities to the School**

- Implement the policies of the School and communicate decision taken by the School as appropriate to Dame's Assistants;
- Attend Dames' meetings and other meetings as directed by the Director of Boarding Management; sharing ideas and good practice and contributing to school-wide development;
- Contribute to the recruitment of new Dame's Assistants, including helping to short list and interview candidates;
- Undertake any training and gain any qualifications deemed necessary by the school.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

**Other**

Carry out additional tasks reasonably required by the School.

**Skills and Competencies Required**

To be considered for this role you will need:

- Experience of pastoral care for children or young adults, preferably in a boarding school context;
- Experience of line management with excellent people management skills, including the ability to listen empathically, motivate and inspire and build cohesive teams, as well as manage difficult conversations and resolve conflicts effectively when they occur;
- Good data management and IT skills;
- Excellent organisational and time management skills;

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- Excellent written and oral communication skills;
- A strong commitment to Safeguarding and Child Protection, and an up-to-date knowledge of Safeguarding legislation;
- A nationally recognised First Aid qualification or the demonstrable ability to complete one immediately after appointment. An NVQ Level 2 (or equivalent) in Health and Social Care and/or a Professional Practice in Boarding Schools Certificate would be desirable;
- Confident to uphold the School Rules and high standards among pupils;
- A strong commitment to upholding Eton's aims and ethos, including to its principles of equality, diversity, and inclusion, as well as its legal and regulatory obligations;
- To be a friendly, approachable, and sympathetic person, with energy and drive;
- A desire to learn and grow personally and professionally;
- A strong commitment to your own professional development.

You may be suitable for this role if, in addition to the above, you:

- Have a passion for working with children and young adults, helping them to grow and develop;
- Enjoy being part of and engaging with a large school community of pupils, parents, and staff;
- Enjoy leading and working in a team;
- Enjoy supporting and developing colleagues;
- Enjoy juggling competing priorities;
- Have a positive approach to change and development;
- Enjoy coming up with creative solutions to problems.

### **Working Pattern**

This is a term-time position with an additional 3 days to be worked at the start and end of each term. Holidays may not be taken during term time.

Inevitably working life in a boarding environment must, by definition, assume rather unusual hours and, as a consequence of the constraints of term dates, be concentrated into three rather intense 10-week periods.

You will be 'on call' overnight for five days a week and the working day begins at 07.30 and ends at 22:00. You will have a clear continuous 24-hour rest period each week with some additional time off which will be discussed at interview.

The role of the Dame provides valuable leadership and management experience in the pastoral sphere and will provide opportunities for the post holder to contribute on a school-wide level through membership of key school committees and involvement in working parties. The post holder will benefit from an outstanding induction and professional development programme, as well as peer mentoring and support. It is anticipated that the post holder could go on to be a member of a boarding leadership team at Eton or elsewhere, or a houseparent at another school.

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**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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