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| **Job Title** | Head of Access |
| **Reports to** | Director of Safeguarding with a dotted line to the Deputy Head (Pastoral) and Deputy Head (Partnerships) |

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| **Job Purpose** |
| The Head of Access is the lead individual responsible for monitoring the welfare of boys at Eton on full bursaries, and intervening where necessary. They act as Eton’s in-house expert on the likely pastoral needs of boys in this category, as well as a point of reference for understanding the common problems that arise with and for this group in a boarding environment. They will act as a member of the Safeguarding Team as a Deputy DSL, with specific responsibility for boys on full or substantial bursaries. They take primary responsibility for monitoring the academic and pastoral progress of all students on free places, providing backup for the House Master and Dame. They will have an important ambassadorial role in representing the school in external environments, especially primary and secondary schools which might be keen to partner with Eton in raising aspirations, including by encouraging boys to see themselves as potential Etonians. They will have an important role sustaining Eton’s partnership with the Royal National Children’s SpringBoard Bursary Foundation. The Head of Access will report to the Director of Safeguarding, who will act as their line manager, with a dotted line into the Director of Admissions and the Deputy Head (Partnerships). They will also work closely with the Head of Research and Impact, the Head of Learning Support, the Fees and Bursaries Accountant and with the Admissions team. They will be based physically within the Admissions Office in Brewhouse Yard. |

**Key Tasks and Responsibilities**

Welfare and Monitoring:

* To monitor the academic and co-curricular progress of all students at Eton (or in either the Year 8 or Year 11 pipeline to arrive at Eton) receiving substantial financial aid, and to prepare half-termly RAG ratings (feeding into meetings) showing their progress at a glance;
* To build individual relationships with all students on large bursaries to provide an expertise in pastoral care surrounding the welfare of boys on large bursaries;
* To make interventions where required in liaising with House Masters, Dames and subject teachers;
* To liaise effectively with the Learning Support and the Financial Aid department in relation to boys receiving significant financial aid, putting administrative arrangements in place for boys where necessary;
* To create a programme of support for the carers/families of students on significant financial aid, both before boys come to Eton and while they are here;
* To draft and monitor Individual Action Plans for boys who may be struggling, including access to specific resources that might help;
* To coach and mentor boys who need help;
* To take responsibility for liaising with local health authorities and Children’s Social Care to provide integrated support between home and school in cases which require this liaison;
* To oversee any support needed for children in care or on the edge of care, and to build Eton’s capacity to offer a secure environment for these children;
* To support the transition of pupils post-Eton to university or the workplace;
* To control a budget, enabling the organisation of tutoring where necessary for boys on large bursaries;
* To organise 2 annual dinners per year for C and B Blocks and tutors;
* To develop a system of guardianship, working with the Director of Safeguarding, so that there is a safety net for boys on large bursaries, especially if problems come during the holidays;
* To make home visits, accompanied by another member of staff, to those boys for whom it is considered necessary or valuable, up to a maximum of ten per year. To create and oversee a proforma for recording and risk assessing those visits;
* To promote the Donative Awards programme to boys on large bursaries.

Safeguarding:

* To be part of the College Safeguarding Team as a Deputy Designated Safeguarding Lead with specific focus on boys who are in receipt of substantial bursaries;
* To assist the Director of Safeguarding with referrals and support where necessary;
* To oversee any support needed for children in care or on the edge of care, and to build Eton’s capacity to offer a secure environment for these children;
* To develop a system of guardianship, working with the Director of Safeguarding, so that there is a safety net for boys on large bursaries, especially if problems come during the holidays;
* To organise training for House Masters and other key pastoral staff on key issues connected to the safeguarding and welfare of more vulnerable students, especially around the care system;
* To take responsibility for liaising with local health authorities and Children’s Social Care to provide integrated support between home and school in cases which require this liaison;
* To keep up to date with all relevant legislation relating to the safeguarding and welfare of the boys and implement changes to practice where necessary.

Relationships:

* To build networks to support the recruitment of deserving boys to Eton’s financial aid schemes; This will involve some travel around the UK, particularly to prep schools which are hosting boys;
* To take the lead on Eton’s relationship with the Royal SpringBoard National Children’s Foundation;
* To take the lead on Eton’s relationship with the Horizon Foundation, and to work hard to ensure that opportunities at Eton are advertised widely to boys eligible for Horizon Scholarships;
* To support the partnership programme with schools and organisations that want to have a relationship with Eton;
* Working with the Eton Connect Coordinator, to arrange visits for up to 30 schools and groups annually, including visits to College Collections, teaching and co-curricular.
* To organise training for House Masters and other key pastoral staff on key issues connected to the welfare of more vulnerable students, especially around the care system;
* To organise a visit to Eton in the summer for boys who are joining the Orwell Award the following September, enabling them to participate in the D post-exam activities.

Impact assessment:

* To share necessary information with the Head of Research and Impact and support the development of a coherent impact assessment metric.

Support:

* To provide wider support for the partnerships programme and the social action programme where required;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but 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.

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| **Skills and Competencies Required** |
| To be successful in this role, you will need to be able to demonstrate the following: * Previous significant experience of working with children, especially children from more vulnerable backgrounds or with additional support needs;
* Previous experience of structuring learning experiences is desirable;
* Experience of coaching and/ or mentoring children;
* Knowledge of the legal and procedural framework relating to safeguarding, including the roles and responsibilities of services and engaging with them is desirable;
* Proven experience of successfully undertaking complex administrative duties - experience of managing budgets would be desirable;
* The ability to relate to children, especially those facing challenges;
* The ability to build strong relationships with schools and communities;
* Previous experience of keeping accurate, detailed, records;
* A good working knowledge of Microsoft Word, Excel, Outlook etc;

In addition to your experience, the role may be for you if:* You have excellent written and verbal communication skills, with the demonstrable ability to flex your style to work with, and meet, the needs of a variety of different groups and build credible relationships;
* You are flexible with a keen eye for detail - you have the ability to juggle a variety of competing tasks, to organise your time and to prioritise effectively so nothing slips through the cracks and be dependable in the quality of guidance and information shared with colleagues;
* You like building relationships – you’re able to develop strong, credible relationships with colleagues in all areas of the College;
* You’re confident to use your own initiative and make well-informed decisions, but you also know when to ask for help and guidance;
* You have a high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism.
* You’re naturally resilient and able to deal with ambiguity and change;
* You continually look for ways to improve systems and processes and develop your problem-solving skills;
* You have excellent team-working skills which embody proactivity, enthusiasm and a hands-on approach;
* You are able to embrace change and do things differently.
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| **Working Pattern**  |
| * The role will involve 40 hours per week during state school term time. This represents a total of 39 weeks annually. Exact working hours will be agreed with the Director of Safeguarding. Please note you will be expected to work some evenings and weekends.
* Paid holiday entitlement is 5.6 weeks including bank holidays. However, when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day’s paid holiday in lieu. The full statutory holiday entitlement is required to be taken (including any additional days in lieu) during periods outside of the required 39 working weeks.
* Willingness to be flexible in terms of working hours to fit round the extended boarding day.
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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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