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| **Job Title** | Boarding Development Advisor (Maternity Cover) |
| **Reports to** | Director of Boarding Management |

**Job Purpose**

Eton’s Boarding Houses are central to our pupils’ lives and it is of fundamental importance that they function as well as possible. The Boarding Development Advisor plays an important role in the induction and training of existing and new Dames and Dames’ Assistants. They will work alongside the Deputy Head (Boarding) and Director of Boarding Management to provide help maintain and enhance the already high standards of pastoral care across our Boarding Houses. They will also provide ad hoc Dames’ Cover, and when covering within a particular boarding house they will be expected to support the House Master and will supervise and provide care for the pupils. They will need to ensure physical, social, academic, and emotional wellbeing of every pupil within the House when providing cover. This is a non-teaching role, and the working pattern is 41.2 weeks per year (inclusive of 5.6 weeks of annual leave). Due to the 24/7 nature of boarding school life, some work over weekends and during the evenings will be required.

**Key Tasks and Responsibilities**

**Induction and Training**

* To support and monitor the induction and training of new Dames and Dames’ Assistants to ensure compliance with NMS and other regulations;
* To provide oversight of the training needs and manage the training profiles of Dames’ and Dames’ Assistants;
* To identify, collate and monitor any training and development needs from Dames’ and Dames’ Assistants appraisals;
* To co-ordinate professional development sessions • To deliver on the job training and develop training resources;

**When acting as an ad hoc Cover Dame**

* To provide a high level of pastoral care for individual boys through direct interest and personal support and through interaction and communication with the House Master, Deputy and Assistants;
* To be aware of the difficulties and problems of all members of the House and to help develop a culture of mutual respect within the House;
* To be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection (as outlined in the document Duties and Responsibilities of Dames);
* To attend meetings with the House Master, Deputies and Assistants;
* Carry out the duties and responsibilities relating to health and medical, pupils and their parents and domestic responsibilities as outlined in the Cover Dame job description.

**General Responsibilities**

* 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 2024 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

**Skills and Competencies Required**

* To be considered for this role you will need:
* Previous experience of pastoral care for children or young adults, and ideally previous experience in a similar role within a boarding school environment. An awareness of the Children’s Act, Safeguarding and Child Protection matters is also desirable;
* Good levels of literacy and numeracy;
* Proven experience of successfully undertaking complex administrative duties;
* To be confident using the Microsoft Office Suite of applications and the ability to quickly learn to use in-house computer software;
* Demonstrable line management experience;
* Experience of training and inducting members of staff;
* 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;

An understanding of Health and Safety practices; e.g. fire alarm testing and evacuation procedures, accident reporting, legionnaire’s testing, awareness of basic food hygiene and COSHH is also desirable.

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

* Someone with excellent attention to detail who take prides in their work – you’re keen to deliver the highest possible standards;
* A great communicator – you can flex your style to communicate effectively to anyone, irrespective of whether that’s a parent, pupil, a member of staff, or others in the Eton community;
* You are naturally resilient, with an optimistic outlook. You recognise that the job can sometimes be demanding, but you are able to balance that against the wide variety of positive and exciting things about working in a supportive boarding environment;
* Passionate about training and developing colleagues;
* A born collaborator - you enjoy working as part of a team and you are happy to get stuck in and support your colleagues, whatever the task in hand;
* Naturally friendly and approachable with a passion for helping children to grow and develop;
* A caring and supportive person by nature, with a good understanding of the challenges faced by teenagers living away from home;
* Someone who is able to juggle a variety of competing priorities and you never let anything slip through the cracks**.**

**Working Pattern**

* Please note, this is a fixed-term position providing maternity cover until the current post holder returns to work after maternity leave. The College are unable to guarantee exactly how long the contract will continue for, however this is unlikely to be any later than January 2026. The College cannot guarantee that the post-holder will be offered alternative employment when the position terminates at the end of the fixed-term period.
* The role will work from 9am to 2pm Monday to Friday, which equates to 25 hours per week. These hours will be worked during Eton College term times (32 weeks), plus three days at the start and end of each term (a further 3.6 weeks);
* 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 35.6 working weeks;
* The salary for this role will be paid over 12 months, but the remaining 10.8 weeks are considered unpaid leave.

**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.**