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| **Job Title** | Head of Educational Opportunity |
| **Reports to** | Deputy Head (Partnerships) |

**Job Purpose**

Eton is collaborating with Star Academies to create numerous educational opportunities around three prospective new sixth form colleges which we will be bidding to open in Middlesbrough, Dudley and Oldham. The aim of these colleges, if successful, would be to provide a transformative educational experience for able children who aspire to the country’s best universities.

In anticipation of potential approval – and recognising our desire to increase partnership work regardless - we are looking for an ambitious and organised educationalist to lead the establishment of these three place-based partnerships. The post will be based at Eton but will require considerable travel around the UK.

The partnership offered to schools will include the provision of digital courses, initially in Physics and in character education as well as contributions to the development of future courses; the organisation of teacher-focused workshops in collaboration with our Tony Little Centre for Innovation and Research in Learning and the Star Institute, which are likely to focus around themes of character education, leadership and resilience; the organisation of student-focused prizes and conferences; the arrangement of online and in-person talks, focused around career development, academic enrichment and potential A-level courses; and the encouragement of local children in the three areas to attend both Eton’s Year 10 and Year 12 residential summer schools and to apply for places at Eton College on large bursaries.

**Key Tasks and Responsibilities**

**Content development:**

* Develop a termly development and activity plan to be offered to 11-16 schools in regional hubs;
* Co-ordinate with the Digital Education teams at Eton and Star Academies to create a digital offer for partner 11-16 schools;
* Co-ordinate with the Tony Little Centre at Eton and the Star Institute to organise regular professional development events in each location;
* Organise a series of subject-based prizes in each area, including management, judging and prize awards;
* Liaise with Eton alumni and with the Old Etonian Association to organise a weekly series of online lectures, focused on academic enrichment and career development;
* Feed into the development of the Eton Connect summer school for Year 10 students and into new digital courses of relevance to 11-16 schools;
* Constant evaluation and monitoring of provision;
* Seek out and negotiate opportunities to further the partnership’s aims and outcomes, in particular by applying for external funding when opportunities arise.

**School liaison**

* Build and oversee a database of local contacts in all three areas, focusing on:
  + Potential donors;
  + 11-16 schools;
  + FE colleges;
  + Local stakeholders and policymakers;
* Organise local events as appropriate to advance the goals of the Eton Star partnership;
* In time, recruit local co-ordinators in all three areas and oversee the establishment of local offices;
* Liaise with the Buildings and Sites team at Star Academies to facilitate the development of strong 16-18 free schools in each area, subject to a successful bid under Wave 15 of the free schools programme.

**Communication and Marketing:**

* Be a public face/voice of the Partnership, alongside key principals from both Eton and Star;
* Working with an external agency, work to develop a high media profile for the partnership, especially in the local and regional press;
* Devise and develop an ongoing strategy to give the partnership a high profile in Dudley, Middlesbrough and Oldham;
* Develop and maintain a website for our place-based partnership work;
* Manage Twitter, Instagram and LinkedIn accounts.

**Cross-sector influence:**

* Co-ordinate regular research outcomes, in collaboration with the Tony Little Centre and the Star Institute, to provide a valuable cross-sector resource for the educational commonwealth;
* Oversee the organisation of an annual conference, including donors, and local stakeholders, to emphasise the ongoing importance of cross-sector partnership work;
* Oversee annual high-level stakeholder engagement strategy, including events at Eton and locally.

**Governance and teamwork:**

* Prepare biennial reports for the Partnership Board and the Provost and Fellows of Eton College;
* Be a member of Eton’s Partnerships Development and Delivery Committee.

**Commitment and promotion of equality, diversity and inclusion;**

* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 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 successful in this role, the incumbent should:

* Have deep familiarity with the state school system and the secondary school curriculum, and be imaginative about the role Eton College can play in supporting both;
* Show determination to make a difference in the educational system;
* Be a strong communicator who will be able to raise the profile of the Partnership both nationally and in our three target areas;
* Be able to liaise effectively with a wide range of people, and quickly develop relationships and effective networks with key stakeholders;
* Be able to work independently where necessary, to improvise and to build projects from the ground up;
* Have the ability to lead a team of local partnership co-ordinators to ensure considerable take-up from local schools;
* Ideally have some experience of working in a partnership;
* Show commitment to cross-sector partnership work;
* Be able to organise events on behalf of the partnership;
* Be a creative thinker with the confidence to use your initiative. You will not be fazed by the nature of the project.

Please note you will be based in Eton, Berkshire with the possibility of working remotely (during the Eton school holidays). Accommodation in Eton will not be provided. You will be required to travel regularly to Oldham, Middlesbrough and Dudley.

**Working Pattern**

* Your core working hours will be 35 hours per week, working 9.00am to 5.00pm from Monday to Friday with an hour for lunch each day, although some evening and weekend work will be expected, especially while travelling;
* You will be expected to work full time during state school term times (39 weeks per year), and to stay abreast of things during state school holidays and during half terms (as senior leaders in schools would be expected to). An allowance for an additional 3 weeks of work per year has been included for this in the salary, and exactly how these 3 weeks will be worked will be by mutual agreement with the Deputy Head (Partnerships);
* You will be entitled to 5.6 weeks of holiday per year, inclusive of bank holidays, meaning you will be paid for 47.6 weeks per annum. You must use all your entitlement (including any lieu days) during periods of state school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu;
* Any remaining weeks, save as outlined in your annual leave provisions above, are deemed to be non-working weeks.

**Salary**:

* The salary for this role is £55,000 per annum for the working pattern outlined above.
* The role may involve an element of teaching depending on the skills and experience of the successful candidate. If this is the case, there may be the opportunity to join the Teachers’ Pension Scheme. Details of this would be discussed on appointment.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.