



WELLINGTON  
COLLEGE

## Job Description

<b>Job Title:</b>	Head of Prince Albert Bursary Foundation
<b>Date:</b>	January 2020
<b>Department:</b>	Pastoral
<b>Reports To:</b>	Deputy Head (Pastoral and Wellbeing) with dotted line to Director of Admissions – with a close working relationship with the DSL on all safeguarding matters
<b>Responsible For:</b>	Overseeing the outreach and pastoral programme related to our Prince Albert Bursary Foundation

### Purpose of the Position:

To be responsible for the highest quality pastoral provision for those pupils in receipt of a fully funded place at Wellington College via the Prince Albert Bursary Foundation.

To identify, cultivate and deliver a wide-reaching outreach programme with a variety of strategic educational/charity partners in order to identify suitable candidates for the Prince Albert Bursary Foundation.

### Main Tasks and Responsibilities:

Initially, the role will fall into two distinct parts:

#### 1. Pastoral Care programme (approximately 70% of the role)

Reporting directly to the Deputy Head (Pastoral and Wellbeing) and with authority in specific areas over House Masters/Mistresses, tutors, key teaching and non-teaching staff, the successful candidate will lead and oversee the creation and delivery of a specific 'wrap-around' pastoral care programme for Prince Albert Bursary Foundation (PABF) pupils. This pastoral care will be in place throughout the pupils' time with us and on occasions afterwards. Specific tasks and responsibilities will be:

- To create and deliver an integrated and joined-up pastoral plan for all PABF pupils
- Where necessary, to create and deliver specific pastoral support plans for individual PABF pupils with specific needs
- 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 ensure all background information and family circumstances are fully understood via regular liaison with charitable partners and, where needed, direct liaison with individual families, so that relevant support can be put into place
- To design an 'integration' plan that starts before and after a place is awarded and then throughout the pupil's time at Wellington
- To create a programme of support for the carers/family – this will take an holistic approach to ensure that carers/family are supported throughout the selection process; from interview to the pupil's arrival at Wellington. This will then be continued throughout the pupil's time at the College.
- To ensure that House Masters/Mistresses and Heads of Departments and other key staff e.g. counsellors, medical staff, etc. are involved in the pre-arrival integration process and to make sure all relevant staff are fully cognisant of any relevant information which will help deliver exceptional pastoral care and support tailored to each pupil's individual needs
- To support the transition of pupils post-Wellington to university or the workplace advising on financial issues – helping access additional living allowances and grants available to ensure the young



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Old Wellingtonians are able to cope financially during the 3-4 years post Wellington. To stay in contact with PABF Old Wellingtonians at least every 2 years post-Wellington up to the age of 25yrs old and to provide reports on progress for donors and the College

**2. Outreach programme (approximately 30% of the role)**

- To develop new strategic partnerships with relevant partners in the educational and charity sector
- To manage and develop existing partnerships
- To be an advocate for the Prince Albert Bursary Foundation programme with internal and external audiences
- To develop a broad network of contacts to identify candidates directly and avoid over-reliance on key partners
- To support the development of a set of characteristics/profile of pupils that will ensure as best possible that they will thrive at Wellington

**Other responsibilities**

- To oversee all expenditure and ensure it is managed effectively through accurate record-keeping
- To be a key part of the interview and admissions process
- To produce an Annual PABF Report for the Governors

**Person Specification:**

**Education Attainment**

- Degree or equivalent

**Knowledge & Experience**

- Pastoral or academic middle management
- Duty of Care, Safeguarding

**Skills and special aptitudes**

- To be competent in Word, Excel, Outlook etc.
- Organised and able to prioritise workload
- Good communicator, clarity and accuracy
- To have a capacity for precision and detail
- To liaise with a large number of colleagues in all areas of the organisation.

**Disposition**

- Deeply held belief about the importance of equity, inclusion and social mobility
- To be able to engage with children and adults from very different socio-economic backgrounds
- Reliability
- Stability
- Discretion & Diplomacy
- Leadership
- Quality of judgement
- Self-reliance and Self-motivation
- Flexibility
- Sense of perspective



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**Personal Qualities**

- To be dependable in the quality of guidance and information shared with colleagues
- To be able to cope with pressure and be self-reliant
- To demonstrate fairness and judgement
- To be willing to take the initiative
- To be able to make well-informed decisions and hold to them
- To cultivate and develop problem-solving skills
- To be keen and motivated
- To be open to change and doing things differently

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, Wellington College complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The College is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges' Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.