

## Job Description & Person Specification

<b>Job Title</b>	Bursary Support and Educational Partnerships Lead
<b>Employment Status</b>	2 Year Fixed Term; Part-time; Year round
<b>Working Pattern</b>	18.5 hours per week, worked over three days (half hour unpaid break daily)
<b>Annual Salary</b>	£40,803-£42,759 (A34-A36)
<b>Actual Annual Salary</b>	£20,402-£21,380 depending on experience

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening including checks with past employers and a DBS disclosure in accordance with the DBS Code of Conduct.

### Reporting to

The position holder will be line managed by the Bursar & Chief Operating Officer.

### Responsible for:

Developing and expanding King Edward's School's partnerships with primary schools, other youth-focussed organisations, the local authorities and other relevant bodies working primarily within the School's main catchment area of BANES and Wiltshire.

In developing such relationships, the position holder will not only work to develop and expand the programme of engagement and support which KES has with these schools and organisations, but also seek to widen access to a KES education, including through the promotion and securing of an increased number of applications to the School's significant means-tested Bursary Programme.

As part of this role, the position holder will also provide support to families when applying for bursaries and to pupils who hold bursaries and their families during their time at KES.

## Main Responsibilities

### General

- Develop and expand the School's engagement with local primary schools and other youth-focussed organisations to expand the programme of engagement and support which the School provides to these organisations, for the benefit of all of their pupils and clients.
- Develop and implement a targeted community engagement strategy aligned with the School Development Plan and the School's accessibility and means-tested bursary ambitions.
- Promote and secure an increased number of applications to the School's significant means-tested Bursary Programme, thereby widening access to the School.
- Work closely with the Admissions team, Bursar and Development Director to ensure a joined-up approach to educational partnerships, community and outreach work, bursaries, communications and admissions.
- Engage with the wider School community to promote the School's Bursary and Educational Partnership work.

- Act as an ambassador for King Edward's School within the local community, representing the School professionally and warmly at all times.

### **Outreach and Partnership Development**

- Build on existing partnerships and establish new relationships with primary schools, youth-focussed community organisations and local authorities.
- Develop partnerships with organisations that support access to independent education (for example, Springboard and local education networks).
- Design and deliver outreach activities with these partner organisations, including school visits, delivery of lessons and activities, information sessions, mentoring initiatives and enrichment opportunities.
- Work with partner schools and organisations to identify talented pupils who would thrive at KES but may not otherwise consider applying.
- Work with colleagues and pupils at KES to ensure the effective development and delivery of these outreach and partnership activities.

### **Bursary Engagement and Family Support**

- Increase awareness and understanding of the School's means-tested Bursary Programme among underrepresented families with a specific purpose of meeting the objectives detailed in the School's Development Plan in relation to bursary applicants.
- Provide guidance and reassurance to families considering a bursary application, working closely with the Admissions team and other colleagues to support them through the application and admissions process.
- Help to identify and address practical and perceived barriers to application, including concerns around affordability, confidence and school culture.
- As part of this role, the position holder will also provide support to families when applying for bursaries and to pupils who hold bursaries and their families during their time at KES, working in close partnership with the School's pastoral team.

### **Communications and Evaluation**

- Contribute to the development of clear, accessible communications materials promoting the Bursary Programme and wider educational partnership and outreach opportunities.
- Track, monitor and report on outreach activity, bursary enquiries and applications and partnership engagement.
- Collect feedback and case studies to help demonstrate impact and inform future strategy
- Liaise with the Development Director on matters relating to fund raising for bursaries.

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances and the evolving needs of the School is an essential part of working in a school environment.

### **Staff Pension**

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

### **Safeguarding**

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection

arrangements and understand their responsibilities in order to safeguard and protect children and young people.

**DBS Clearance**

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

### Person Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Qualified to A-level	√	
Qualified to Further and/or Higher Education		√
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in community outreach, education, youth work, social mobility or a related field.	√	
Strong interpersonal and communication skills, with the ability to engage credibly with children, families, schools and community partners.	√	
Experience of building relationships and working collaboratively across organisations.	√	
Understanding of barriers faced by families from lower socio-economic backgrounds in accessing educational opportunities.	√	
Experience of working within an independent school or education charity.		√
Familiarity with bursary or scholarship programmes.		√
Knowledge of the local educational and community landscape in Bath and the surrounding area.		√
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Empathy with the aims and values of King Edward's School with a strong commitment to widening access.	√	
A warm, approachable manner and the ability to build trust quickly.	√	
Initiative, resilience and the ability to work independently.	√	
Strong organisational skills and attention to detail.	√	
Flexibility to work occasional evenings or weekends.	√	
Confidence presenting to groups and leading sessions with pupils or parents.		√
A reflective approach, with an interest in evaluation and impact measurement.		√