

# Job Description

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| Job Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pastoral Leader      |
| Reports To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Housemaster/Mistress |
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
| <p>A Pastoral Leader is a member of the House Pastoral Team. To exercise day to day operational responsibility for the efficient and effective running of your allocated House, ensuring that the welfare and needs of students are catered for. The House Pastoral Leader is a key member of the House Pastoral Team and is expected to make a full and appropriate contribution to the development of policies and practice which support the pastoral care and well-being of students.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |
| <b>Key Duties and Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
| <ul style="list-style-type: none"><li>• Timely, effective, and appropriate liaison with the Housemaster/Mistress to ensure that they are fully briefed on events and developments during the day and fully consulted on major issues concerning the health, welfare, and well-being of students. Pastoral Leaders are expected to act on their own initiative where necessary and appropriate; and to follow the guidance and direction of Housemasters/Mistresses as required.</li><li>• Supervision of students during working hours, with regard to personal cleanliness and appearance, completion of House duties (cleaning/laundry), appropriate treatment of one another and punctuality for all school commitments. Students should be given individual attention and support according to circumstances and need within realistic time constraints. Pastoral Leaders should ensure that disputes between students are settled amicably and should provide sympathy and comfort for students according to their needs. They are the eyes and ears of the Housemaster/Mistress and should ensure accurate monitoring, recording, and reporting.</li><li>• Pastoral Leaders will accompany students to meals and supervise them, according to the requirements of the House.</li><li>• Support the Tutor and House Parent with the academic, behaviour, and general progress of students in the House by liaising with other teaching staff and informing the House Parent.</li><li>• Assist and administer medication complying with School procedures. Pastoral Leaders must administer basic First Aid treatment as necessary and use their initiative in referring students to the Medical Centre for specialist attention. Pastoral Leaders will be required to provide care for bedded-down students within the House in consultation with the Medical Centre.</li><li>• In exceptional circumstances Pastoral Leaders may be required to accompany students on appointments as appropriate and must consult with Medical Centre staff regarding any request for appointments made in-House.</li></ul> |                      |

- Regular checks must be made on the fabric of the House. Pastoral Leaders are expected to requisition repairs or replacements through Facilities Management as appropriate regarding light bulbs, broken furniture, fire doors, windows etc.
- There may be a requirement, in consultation with HR, to work additional shifts for absent colleagues.
- To assist the School and House Parent, in organising and running social, sporting, or other House activities for the students in the House.
- The post holder must be aware of and comply with all School policies and procedures.
- Pastoral Leaders must be familiar with the National Minimum Boarding Standards and fully understand how their role contributes to the achievement of these standards.
- To carry out any new tasks the Vice Principal (Pastoral) or a member of the Senior Leadership Team (SLT) may request through the House Parent after consultation and mutual agreement.
- Pastoral Leaders must carry out any reasonable requests made by their line manager or Senior Leadership Team
- Subject to contracted hours there will be a requirement that during School holidays Pastoral Leaders are expected to assist as necessary with the preparation of the House to receive any visitors from external lettings. Duties will include cleaning, bed making and any other tasks that are required and directed by the Bursar or nominated person.

#### **Cleaning Duties to include**

- General cleaning duties to include supervision and reinforcement of student roles and responsibilities.
- Cleaning the outside step area of the Boarding House at least once a week.
- General cleaning of Staff House Office(s).
- Deep cleaning of the Boarding House to be carried out under the direction of the Housemaster/Housemistress.
- Ensure House laundry routines are completed.
- Except in exceptional circumstances, such as non-routine incidents involving staff or student absences, the Housekeeper is responsible for completing the cleaning of the "wet areas" (cleaning and sanitising bathhouses; showers/shower floors, toilets/toilet areas, sinks, mirrors and floors).
- Any extra duties or reasonable request.

The details of this job description are not exhaustive and are subject to review and amendment in consultation with the post holder.

### **Person Specification**

#### **Essential Skills**

- Good communication skills, including verbal and written.
- Good interpersonal skills and the ability to relate to both young people and adults.
- Good organisational skills.
- Good ICT skills for recording and monitoring students.
- Good listening skills and the ability to support young people when required.

### **Essential Experience**

- Working with, or involvement with students in a professional setting.

### **Qualifications**

- A good basic level of education up to GCSE / NVQ Level 3 or equivalent, or a commitment to work towards a Level 3 NVQ is essential.
- NVQ or BSA qualifications in relation to working with students are desirable.
- First Aid qualifications are desirable, but opportunities will be provided to obtain these in post.
- A range of training opportunities will be available to Pastoral Leaders, who are expected to show commitment to their own professional development. All Pastoral Leaders will be required to complete and pass the Medication training.

### **Essential Personal Attributes**

- Ability to work as part of a team and to exercise initiative and judgement in dealing with a variety of potential challenges.
- Ability to adapt to change and be flexible as the School develops and expands.
- A professional approach which is based on integrity, discussion, and respecting confidentiality at all times.
- The ability to empathise with the students.
- The ability to retain a sense of humour even when under pressure.

### **Health & Safety**

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

### **Equal Opportunities**

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

### **Safeguarding Children**

To be responsible for safeguarding and promoting the welfare of children and young people.

### **The post holder must be aware of and comply with all School policies and procedures.**

*The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).*

*Please be aware that Schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.*

## Example of Shift Rota

| <b>Role</b> | Mon (1)       | Tue (2)   | Wed (3)    | Thu (4)     | Fri (5)     | Sat (6)   | Sun 7     |
|-------------|---------------|-----------|------------|-------------|-------------|-----------|-----------|
| <b>PL1</b>  | <b>11</b>     | <b>11</b> | <b>5.5</b> | <b>RD</b>   | <b>RD</b>   | <b>11</b> | <b>11</b> |
| <b>PL2</b>  | <b>RD</b>     | <b>RD</b> | <b>6</b>   | <b>10.3</b> | <b>10.3</b> | <b>RD</b> | <b>RD</b> |
|             |               |           |            |             |             |           |           |
| 11 hours =  | 06:30 – 17:30 |           |            |             |             |           |           |
| 5.5 hours = | 06:30 – 12:00 |           |            |             |             |           |           |
| 6 hours =   | 11:30 – 17:30 |           |            |             |             |           |           |
| RD =        | Rest Day      |           |            |             |             |           |           |