



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment: Pastoral staff supervise an extensive range of sports, activities and events to keep the students entertained and busy when out of class.

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Job Title:	SUMMER SCHOOL PASTORAL ASSISTANT, NON-RESIDENTIAL
Contract	Temporary Contract for a maximum of 6 weeks from 1 July to 14 August 2024, or a maximum of 8 weeks if working on the summer course extension, ie to 29 August 2024. Compulsory training days will make up 2 days of employment. Course weeks run Wednesday to Wednesday. Offers of employment are subject to the course being able to run and final student numbers.
Location:	Sherborne Newell Grange Campus and/or Sherborne Prep School Campus and/or Main Sherborne School Campus and any boarding house.
Line Manager:	Non-Residential Pastoral Assistants are line managed by the Director of Short Courses but will report day to day to the relevant area manager (eg Senior Pastoral Assistant, Houseparent, Sports & Activities Leader, Events and Excursions Manager and so on).
Remuneration:	£11.50 per hour on a shift pattern of approximately 37 hours per week. Hours worked until approximately the 20 th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account. Lunch/dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).

Holiday:

In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment.

Non-Residential Pastoral Assistants are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contracted period.

Hours of Work:

Non-Residential Pastoral Assistants work on a rota system and are usually on duty for 37 hours per week. Typically, staff move to a different rota every two weeks and have one full day off per week. Some flexibility may be required, on occasion, to meet the demands of the role. Some rotas may require additional (paid) hours on specific days (eg student arrival and departure days). Final rotas are subject to student numbers.

Probationary Period:

In accordance with School policy, offers of appointment are subject to a probationary period of up to six months.

All summer course contracts are subject to a one-week notice period by either side.

Medical Fitness:

Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

DBS Disclosure (Police Check)/References:

As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Post-holder's Responsibility:

You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or on the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

OUTLINE OF THE COURSES

The work of the non-residential and residential pastoral staff is to look after the students whenever they are not in class, which might cover daytime, evening or weekend activities.

They must put the welfare and well-being of the students as their top priority in every aspect of their work. This includes compliance with health and safety aspects. Supervising and looking after the welfare of youngsters when they are in your care demands a high level of focus and responsibility.

CORE DUTIES

Non-Residential Pastoral Assistants are required to perform the duties as listed below, and any other duties as reasonably expected and commensurate with the level of the post:

- Supervising students in breaks and at mealtimes; organisation and supervision of sports and activities; supporting the routines and activities in the assigned boarding house; and supporting JCR organised events.
- Provide a high level of supervision and care of students at all times.
- Interact with a variety of students, engaging in friendly conversation and encouraging them to use English, motivate students to participate and get involved in activities.
- Look out for, comfort and inform residential assistants about students who may feel homesick, sad or unwell, or who face other problems or difficulties
- Alongside residential assistants, help and support students' understanding of instructions, routines and behavioural expectations during sports and activities, during break and mealtimes on campus and in the dining room, on excursions and in the boarding houses.
- Direct students to their classes and ensure they attend on time. Where a student is reported missing from class, assist in the search to find them.
- Undertake dining room duties and sit with students during mealtimes.
- Assist the Catering Team with front of house service and clearing down at mealtimes, as per the rota.
- Lead, and support other staff, with sports and recreational activities.
- Supervise students during instructed sports activities, ensuring they understand and follow directions given by instructors.
- Help prepare for and tidy up after student sports and activities and look after any equipment involved.
- Supervise groups of students on excursions.
- Provide supervision duty around the campus and patrols in town.
- Support the residential assistants as directed to ensure the boarding houses run smoothly, including actively helping organise and participate in evening activities and events.
- Support residential assistants in evening house routines, including supervising homework, sports lists, and bedtime and lights out.
- Assist residential assistants on arrival and departure days in greeting and orienting arriving students and assisting departing students.
- Assist with special events, such as Knockout.
- Ensure you and the students comply with any COVID-19 related protocols that might be in place and inform the appropriate staff of any breaches to guidelines.
- Be alert to any and all safeguarding issues and ensure all concerns, no matter how trivial they may seem, are reported to the appropriate staff in a timely manner.

OTHER DUTIES THAT MAY BE REQUIRED OF A PASTORAL ASSISTANT

- **Airport Liaison:** To ensure a smooth and safe travel experience for our students, on student arrival/departure days, to travel (with other staff) to either Heathrow, Gatwick or Bristol airport to meet students at the Arrivals Lounge or UM desk, or to check them back in on their return flights To support children to/from their designated taxis, update office staff with any issues and help to resolve them, work with airline staff to facilitate procedures for unaccompanied minors, reassure parents/guardians, protect the welfare of students.

Training Requirement for Non-Residential Pastoral Assistants – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	When
There is a compulsory two-day induction (paid) for all staff. Irrespective of the weeks worked, attendance on these days is required.	Monday 1 st July Tuesday 2 nd July
Safeguarding (Child Protection) and Prevent Training	During induction days
Health and Safety Essentials	Online training module prior to or during induction
GDPR in education	Online training module prior to or during induction
Food Hygiene Certificate, Level 2	Online training module prior to or during induction
Training with Line Managers	Induction days and in daily meetings
First Aid Training may be offered at some stage before or during the employment	During induction days

Person Specification:

Personal attributes	Essential	Desirable
A friendly and approachable manner	x	
Energy, enthusiasm and commitment to the role	x	
A quick thinker, with the ability to work independently and remain calm under pressure	x	
A desire and interest in working with young people	x	
A willingness to work as a team, and be able to work proactively	x	
Excellent communication skills	x	
A willingness to learn and undertake a wide range of skills and tasks	x	
A willingness to commit to a working summer fitting the dates of the courses (ie rather than trying to fit summer work around family holidays or visiting friends)	x	
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Preparatory School, Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

Pension:

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of three months' service. Where eligible, the post-holder will be auto enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

Method of Application

Please complete the Sherborne School Group Application Form and submit to hr@sherborne.org.

In the event of any queries please contact: *Samantha Belgeonne, Compliance Operations Manager*
 Sherborne School, Abbey Road, Sherborne
 DT9 3LF
 Tel: 01935 814743
 Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received (preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.