



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, 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:	Residential Pastoral Assistants are line managed by the Houseparent but ultimately report to the Director of Short Courses
Remuneration:	£11.50 per hour, typically on a shift pattern of up to 48 hours per week. However, as this is a residential position, there may be occasions which require you to work outside of the rota. 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. Meals may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).

<i>Holiday:</i>	In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment. 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.
<i>Hours of Work:</i>	Residential Pastoral Assistants work on a rota system and are typically on duty for up to 48 hours per week. However, as this is a residential position, there may be occasions which require you to work outside of the rota.
<i>Probationary Period:</i>	In accordance with School policy, offers of employment 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.
<i>Medical Fitness:</i>	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
<i>DBS Disclosure (Police Check)/References:</i>	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.
<i>Post-holder's Responsibility:</i>	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

A Residential Pastoral Assistant:

- lives in a boarding house with the students, and is responsible for their safety, supervision and general welfare - taking regular attendance and attending regular house meetings;
- will provide a high standard of care and supervision in the boarding house and maintain a good working relationship with the team of house staff (Houseparent, Deputy Houseparent, Residential and Non-Residential Pastoral Assistants, Matrons and Domestic Staff) in the efficient organisation and running of the house;
- sets a high standard of behaviour, dress and punctuality at all times;
- directs 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;
- follows the instructions of the Houseparent or Deputy Houseparent to ensure the efficient running of the boarding house;
- supports the house staff to ensure the boarding house is prepared ready for the arrival of students at the start of the courses, that a full check has been completed with a comprehensively recorded detail of the condition of all rooms and areas of the house at the start of the courses;
- ensures that incident and accident reports are completed and appropriately filed, that house logs, sign out lists, evacuation reports, registration lists etc are maintained and up to date;
- must be residential in the house every evening, except on their day off, and supports the arrangements at bedtime and waking up time for students;
- supports the writing of end of course house reports for the students in their care;
- may be required to liaise with parents/guardians and agents by phone, and to respond to questions raised by them;
- may call in Matron at any time outside surgery hours for any urgent medical problem which a student may have;
- supports the pastoral care and student discipline in the boarding house, ensuring that any serious incident or breach of discipline by a student is reported to the Houseparent;
- should liaise with the domestic team, to ensure that any damages are reported and dealt with, any repairs effected, and that the house and rooms are maintained, clean and tidy and in good working order;
- ensures that any relevant COVID-19 guidance is adhered to and manages and reports any breaches appropriately;
- must 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.

Training Requirement for 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

Fire Awareness	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
Previous experience working on a Sherborne International Summer or Easter course (or equivalent course elsewhere)		x
Previous experience working within a boarding house or in a school environment		x
Valid first aid qualification		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.

