



STONYHURST
CANDIDATE
Information Pack

Director of Pastoral Care

1,000

ACRES OF BEAUTIFUL
COUNTRYSIDE

35,000

ARTEFACTS WITHIN
OUR MUSEUM

2

INDOOR GRAND SLAM
TENNIS COURTS

5

LIBRARIES ACROSS
THE STONYHURST
CAMPUS

Founded
1593

NEW

GOLF SIMULATOR
ROOM

1

ON-SITE
SHOOTING
RANGE

22

SPORTS
PITCHES

7

CHAPELS

2

THEATRES

9

HOLE GOLF
COURSE

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STONYHURST



Welcome to STONYHURST

SUMMER SCHOOL

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry, and is now an innovative, forward-thinking and inclusive co-educational school.

Stonyhurst invites you to be a part of our exceptional staff throughout the 2024 Stonyhurst Summer School, where you can make a meaningful impact on young minds and create unforgettable memories.

We're looking forward to welcoming 160 students from across the globe for both the English Language Courses and Stonyhurst Scholars' programme in 2024. The teaching is rooted in the rich historical tapestry of the school and inspired by characters who walked these very halls.

The Language school boasts a unique curriculum with themed weeks centred on literary legends Tolkien, Shakespeare and JK Rowling and former Stonyhurst student and author of Sherlock Holmes, Sir Arthur Conan Doyle. The Scholar's Programme is new for 2024 and wishes to empower gifted high school students with the tools for their future endeavours, whether that be further studies or steps into their future careers. Every student who stays at Stonyhurst, whether for two weeks or a full year, is surrounded by the Stonyhurst mission, *Quant Je Puis, All that I can.*



STONYHURST





Mission

Stonyhurst is a **Jesuit Catholic School** with a **tradition of excellence** that seeks to **develop the full human potential** of its pupils to **live lives of faith and justice** as **citizens of the world**.



Vision

Through our mission, values and identity we thrive.
Our pupils and our people, **all that they can be**.



STONYHURST

Quant Je Puis



Values

TRUST

We are open, honest
and transparent.
We are accountable.
We are empowered &
free to act.

TEAM

We are aligned.
We help one another.
We are one Stonyhurst
Community.

ACTION

We are decisive.
We set goals and achieve them.
Everything we do is in service
to the needs of our young
people.

THE Role

As the Director of Pastoral Care at Stonyhurst Summer School, you will step into a pivotal role, integral to the daily operations and overall well-being of our diverse student body.

Immerse yourself in the rich history and ethos of Stonyhurst, where our Ignatian mission and commitment to Quant Je Puis shape a unique educational experience. Your journey as a leader within the Senior Management Team for the duration of the Summer School will involve not only the day-to-day running of the school but also a central role in staff and student induction, setting the tone for a supportive and inclusive environment.

Beyond administrative duties, you will champion the health, safety, and well-being of every student, ensuring a seamless integration into our vibrant community. Be the first point of contact for medical, laundry, and domestic concerns, maintaining meticulous records of student health and medications.

Your influence extends to supporting and deputising for the Course Director, facilitating smooth student arrivals and departures, and collaborating with administrative staff. The Director of Pastoral Care will uphold safeguarding policies, provide diligent supervision and accommodation planning. You'll be at the forefront of nurturing a positive atmosphere, overseeing staff on duty, and maintaining the highest standards of cleanliness.

Your commitment to student welfare is unwavering, whether addressing behavioural issues or accompanying students to medical appointments. The role is dynamic and varied, requiring not just organisational prowess but a genuine passion for working with young people and a commitment to safeguarding.



KEY TASKS & Responsibilities

- To be a full and active member of the Senior Management Team to ensure the successful running of the school.
- To help lead the Staff and Student Induction.
- To be responsible for all pastoral issues concerning staff, students, and parents.
- To promote the health, well-being, and safety of all students.
- To be the first point of liaison with the Medical Centre, Laundry, and domestic staff.
- To maintain student records relating to health, medication, and other relevant issues using the appropriate methods and digital systems.
- To support and deputise for the Course Director and Deputy Course Director, as necessary.
- Assist with the student arrival and departure schedules, welcoming students, and parents to the school.
- Be available to communicate with parents via email or telephone when required.
- Assist the Management Team should any unexpected events arise.
- To liaise with the administrative staff.



KEY TASKS & *Responsibilities*

Pastoral Care/Welfare Responsibilities

- To have read and understood the Stonyhurst policies concerning pastoral care and the protection of children set out in the staff handbook.
- To have read and passed Level 1 & 2 of the Lancashire Safeguarding Children Board E Learning Course before the course commences (proof of certificate will be required).
- To maintain student safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the staff handbook.
- To be diligent in carrying out supervisory duties according to the guidelines in the Staff Handbook.
- To be responsible for the overall welfare of students and ensure that the needs of all ages are met both on and off campus.
- To be available to assist with accommodation planning and allocation of students where appropriate, with particular regard to the younger students.
- To be in charge of one of the accommodation centres and supervise the staff on duty.
- To have overall responsibility for all accommodation centres, monitoring cleanliness, room inspections, liaise with the other accommodation managers.
- To oversee the administration of medicines.
- To support staff regarding student behavioural issues.



KEY TASKS & Responsibilities

- Wherever possible to accompany students to the nurse/hospital, or if not possible, Deputy Course Director to do so.
- To ensure that pastoral staff are available for students to see, and that links are fully maintained with the students.
- To handover pastoral care responsibilities and medicine pouches to a designated member of staff when not on duty.
- To check that religious and dietary needs are being met.
- To continue to develop procedures for obtaining comprehensive feedback from students and parents on all aspects of the course programme. Special attention should be paid to students who appear to be unhappy with any part of their experience at the summer school.
- To have overall responsibility for all matters involving the school nurse, such as student appointments, medical records, pastoral deputies/nurse liaison and emergency contact.
- To wear the ID's and Summer School clothing when on duty.



PERSON *Specification*

Qualifications, Skills and Experience	Essential	Desired
To be committed to the safeguarding and welfare of children and young people.	✓	
To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals set out in the Mission Statement.	✓	
To have experience of working in a similar residential environment and/or role (e.g., House Parent, Deputy Housemistress/Housemaster, Matron). A teaching qualification is not required.	✓	
To have excellent organisational, time management and prioritisation skills.	✓	
To have good communication skills, written and verbal.	✓	
To be able to build positive professional relationships with colleagues.	✓	
To be able to build positive, professional relationships with colleagues with the ability to be a team player, but able to use initiative where necessary.	✓	
To be discreet, tactful, approachable and diplomatic.	✓	
To be flexible, reliable, committed and adaptable to the operational needs of the Summer School.	✓	



KEY Information



To arrange a confidential discussion about the role, please contact recruitment@stonyhurst.ac.uk.



The closing date for all applications is **4th January 2024**.



Interviews are scheduled to take place as soon as possible after the closing date.



Any queries regarding the recruitment and application process may be directed to recruitment@stonyhurst.ac.uk.



APPLICATION *Process*



Apply

Candidates should complete the official Stonyhurst Application Form which includes details of key achievements and experience or apply via TES. Completed forms can be returned to recruitment@stonyhurst.ac.uk by 4th January 2024.



Short-listing

The team will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile. Those who best fulfil the criteria will be invited to attend an interview.



Interview

The successful applicants will be invited to attend an interview as soon as practicable after the closing date. The interview process will consist of panel interviews.



Offer

The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject to satisfactory pre-employment checks.



Our Commitment

TO SAFEGUARDING

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

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer or education institution**;
- Proof of **identity, address and right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be required to present relevant Certificates of Good conduct/Overseas Police checks from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- Satisfactory completion of the **probationary period**;
- A satisfactory **enhanced disclosure** from the DBS. The applicant will be required to **complete the application form** for an Enhanced DBS Check and start dates will be **delayed** if a result is not received;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check**.



STONYHURST



A DAY *in pictures*



STONYHURST



All
that you
can be.



STONYHURST

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