

Pastoral Head



The Pastoral Head provides pastoral care for all pupils in their care. He /she is primarily responsible for creating a homely environment in which each boarding pupil feels cared for. They will primarily provide a cohesive structure in all aspects of day to day running of a boarding house but also make a significant contribution to the day to day running of the Playroom. The role requires flexibility and adaptability.

The Pastoral Head will have responsibilities as follows:

Line Management

- The Pastoral Head will be line managed on a day to day basis by the Head of Playroom, but will ultimately be responsible to and appraised by the Deputy Head (Pastoral)

Mission and Identity

- Actively promote the College's mission and identity as set out in the Stonyhurst mission statement.
- Contribute to and attend Playroom retreats, Masses and other aspects of the spiritual life of the College.

Boarding Management

- Be responsible for the pastoral care and wellbeing of pupils in their care. This will include ensuring high standards of discipline, tidiness and presentation.
- Manage and deploy a team of Playroom / House Assistants in the boarding house, including a resident assistant / deputy. Duty rotas should be constructed in conjunction with the HoP to ensure adequate staffing of the Playroom is achieved.
- Be responsible for all travel arrangements associated with students in their care. This includes liaising with the school travel coordinator and parents / guardians over transport arrangements, passports, BRP cards etc.
- Be responsible for inducting any new students into the boarding areas and more generally work with the HoP inducting new students into the Playroom community.
- Manage and process all exeat requests for pupils in their care.
- In conjunction with the Health Centre, oversee the medical needs of the pupils in their care.
- Ensure all boarders have sufficient rest, and that bed-time routines appropriate to the age group are established and maintained.
- In conjunction with the HoP, coordinate and run a series of evening and weekend leisure activities for pupils in their care and contribute in such ways as deemed appropriate to co-curricular activities or games.

Record Keeping and Communication

- Maintain and update a comprehensive personal file on each student in their care using CPOMS. This will include informing the Head of Playroom in the first instance and, if appropriate, the Deputy Head (Pastoral) of confidential or sensitive matters in respect of any pupil in their care.
- Write end of term pastoral reports for all pupils in their care.
- Contribute to whole Playroom communication initiatives.

Policy, Compliance and Health and Safety

- Manage the fire alarm and evacuation procedure for students in their care.
- Review their boarding area termly in relation to the National Minimum Standards of Boarding and ensure appropriate measures are put in place to address any deficiencies.
- Liaise with the Domestic Bursar to ensure pastoral areas are prepared for returning students at the beginning of each term.
- Oversee the safety and quality of the environment in their pastoral area and implement the College's *Safety Policy*.
- Liaise with Security, Health and Safety Manager, Maintenance Manager and Domestic Bursar as appropriate in all matters related to their pastoral area.
- Complete annual risk assessments related to their areas.

Working with Others

- Be available to lead the Playroom, possibly at short notice, when the Head of Playroom is ill, or has to be away from school for other reasons.
- Contribute to pastoral developments / initiatives within the College.
- Attend and contribute to assemblies.
- Assist the Head of Playroom in the staffing and management of the physical Playroom
- Be an effective team member, working alongside other members of the Playroom team
- Working closely with the HoP, be responsible for some administrative duties associated with a playroom.
- Join the Headmaster, CMT, HoPs, the Director of Admissions and other pastoral staff in welcoming current parents, prospective parents and other visitors to the school as required.
- Be a key contributor to parent's days.
- Contribute to the new pupil induction programme.

Day to Day Commitments

- Have one day off per week. However, the Pastoral Head has overall responsibility for their boarding house throughout term time.
- Be on duty at least 3 evenings per week (two of these will include Saturday and Sunday) and be on overnight duty 5 nights per week. It is acknowledged that an effective Pastoral Head will be a regular presence around the boarding house outside of these specified requirements.
- It is acknowledged that not every boarding house will have the same number of students. Whilst each Pastoral Head will be *on duty* for the same number of slots, the additional work associated with managing a house with a high numbers of boarders as opposed to one with significantly less boarders can at times be considerable. Given this, and in the interests of equitability, the teaching commitment of a Pastoral Head will be decided upon by the Headmaster after careful consideration of boarding numbers and various school commitments associated with any particular Pastoral Head.
- Attend all relevant staff meetings, INSET days and relevant external courses recommended by the Deputy Head Pastoral.
- Perform such other duties as the Headmaster may, from time to time. reasonably require.