



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 assistants and house 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:**

**PASTORAL ASSISTANT**

**Contract:**

Temporary Contract for a maximum of 11 weeks from \*13th June 2022. Compulsory training days will make up 2 days of employment. Course weeks run Wednesday to Tuesday and the final departure day is 24th August.

\*Alternative start dates are possible.

Offers of employment are subject to the course being able to run and final student numbers.

**Location:**

Sherborne International

**Line Manager:**

Pastoral Assistants are line managed by the Pastoral Lead, but will report day to day to the relevant area manager (eg Houseparent, Excursions Supervisor and so on)

**Remuneration:**

Currently £8.94 per hour (to be reviewed in April 2022) on a shift pattern of 37 hours per week. Hours worked until approximately the 20<sup>th</sup> 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.

Pastoral Assistants will be entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid at the end of the contract period.

**Hours of Work:** Pastoral staff work on a rota system, similar to the example on the attached document, and are 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 (arrival and departure days of students). 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, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

## OUTLINE OF THE COURSES

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

**Pastoral staff 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**

- 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 house staff about students who may feel homesick, sad or unwell, or who face other problems or difficulties.
- With house staff, 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.
- Undertake dining room duties and sit with students during mealtimes.
- 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 house staff as directed to ensure the boarding houses run smoothly, including actively helping organise and participate in evening activities and events.
- Support house staff in evening house routines, including supervising homework, sports lists, and bedtime and lights out.
- Assist house staff on arrival and departure days in greeting and orienting arriving students and assisting departing students.
- Assist with special events, such as Knockout and Sherborne Olympics.
- 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.

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

<b>Training</b>	<b>When</b>
There is a compulsory two-day induction (paid) for all staff on dates to be confirmed (dependent on start date of course). Irrespective of the weeks worked, attendance on these days is required.	To be confirmed but likely to be around 27 <sup>th</sup> /28 <sup>th</sup> June 2022
Safeguarding (Child Protection) and Prevent Training	During induction days
Health and Safety Essentials	Induction days or online
Training with Line Managers	Induction days and in daily meetings

First Aid Training may be offered at some stage before or during the employment	Voluntary if offered
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## **PERSONAL ATTRIBUTES REQUIRED**

### ***Essential:***

- A friendly and approachable manner
- Energy, enthusiasm and commitment to the role
- A quick thinker, with the ability to work independently and remain calm under pressure
- Excellent communication skills
- A willingness to learn and undertake a wide range of skills and tasks
- 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)

### ***Desirable:***

- Experience of working with young people
- A knowledge and understanding of differing cultural values and issues

## **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 online Application Form through the 'Quick Apply' button by the closing date (9am on 8 March 2022).**

**In the event of any queries please contact:** *Mrs Samantha Belgeonne – Recruitment Manager*  
*Sherborne School, Abbey Road, Sherborne*  
*DT9 3LF*  
*Tel: 01935 810502*  
*Email: [summerjobs@sherborne.org](mailto:summerjobs@sherborne.org)*

**Closing date for applications:** **9.00am Tuesday 8 March 2022**

**Interviews likely to take place:** **Shortly thereafter**