

Pastoral Assistant (Boarding)
CANDIDATE INFORMATION



CARE • COURAGE • CONTRIBUTION • CONNECTION

OUR PURPOSE AND VALUES

We provide exceptional, contemporary co-education with a global outlook and offer experiences to learn in a caring and inspiring boarding and day community.

Our four core values of Care, Courage, Contribution and Connection represent qualities that we wish to inspire and instil in our pupils and are also values that we want our staff to embody, so that we lead by example.

CARE

We care for the pupils, and we also show care for ourselves and our colleagues. We take great pride and care in our work.

COURAGE

We are honest, we act with integrity, and always have the best interests of the pupils at heart.

CONTRIBUTION

We do our job to the best of our ability, and if a job needs doing, we will volunteer to get it done.

CONNECTION

We work collaboratively with one another and in partnership with parents and guardians.



OUR STRATEGIC OBJECTIVES



Educational Excellence

To deliver an innovative, ambitious and challenging education fit for the 21st Century by fostering a love of learning through a broad, balanced and connected curriculum underpinned by our core values.

Exceptional Care

To place outstanding pastoral care at the heart of all we do, ensuring that Oakham School is a caring and courageous community and a great place to live, learn and work.

Partnership and Philanthropy

To contribute and bring benefit to our wider community by sharing our ideas, experience and facilities. To increase our bursary provision so that more children can enjoy and benefit from an Oakham education.

Collaborative Communication

To communicate internally and externally in an open, authentic and dynamic manner that seeks to make meaningful and long-lasting connections.

Financial Sustainability

To secure our ability to invest in the development of our staff, the total curriculum and campus to the benefit of our pupils and the wider community and ensure that we deliver our strategic objectives and exceptional education.



WELCOME TO OAKHAM

Thank you for considering this role of
Pastoral Assistant (Boarding) at
Oakham School.



This is an exciting opportunity, at an important time for the School, to play a key role in building on Oakham's reputation as one of the country's leading independent schools.

If you have any questions, or would like an informal discussion, please do get in touch with us via Mrs Claire Betts on 01572 758804.

We look forward to receiving your application.

Henry Price
Headmaster



When people ask us

‘Why choose Oakham?’

our answer is quite simply ‘Experience’.

We offer multiple opportunities for our pupils to experience inside and outside the classroom.

We possess a wealth of experience in educating and caring for young people.

We want our pupils' overall Oakham School experience to be joyous informative and memorable.

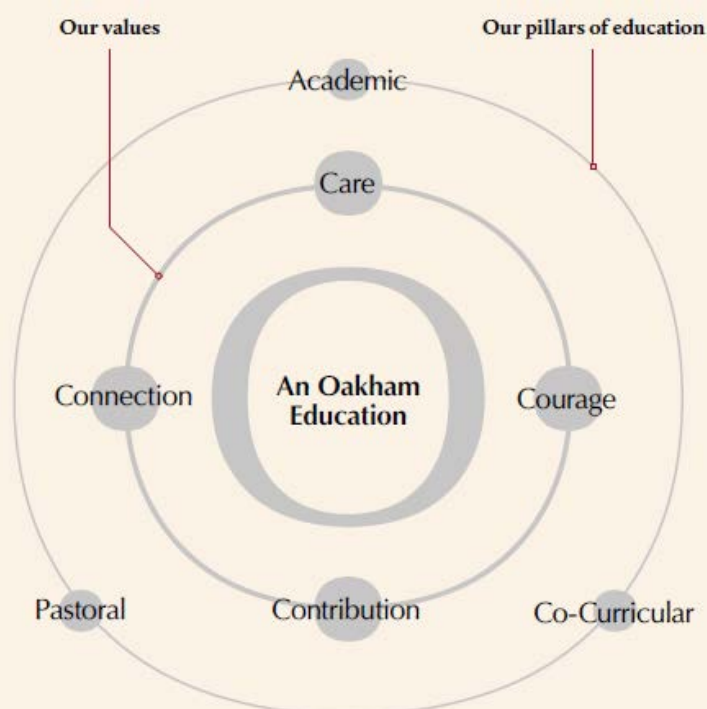
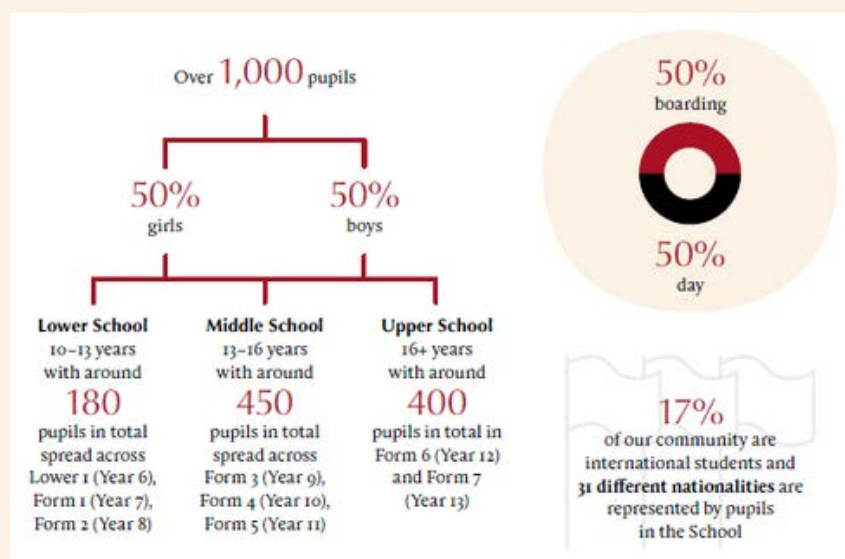


Our vibrant, fully co-educational boarding and day community of over 1,000 pupils and 500 staff live and work together in our beautiful 70-acre school campus, which is part of the historic market town of Oakham, in the heart of rural England.



AN OAKHAM EDUCATION

One of the things that people frequently comment on when they visit Oakham School is how well-rounded our pupils are.



In order to help our pupils develop into grounded and responsible adults, well equipped for whatever life holds beyond our campus, Oakham teachers care for all aspects of their education:

Academic

- Outstanding subject faculties and specialist academic facilities
- Pupils in Forms 1–3 (Years 7–9) follow the acclaimed IB MYP curriculum
- 26 different subjects at GCSE
- Two distinct pathways at 16+: IB Diploma Programme or A-levels and BTECs
- View our most recent exam results

2,400 square-metre Library	360 members of teaching staff	150 classrooms, studios and laboratories	200-SEAT university-style lecture theatre

Pastoral

- Every pupil at Oakham – full boarders, weekly boarders and day – belongs to a House
- There are 16 Houses, each led by a Housemaster or Housemistress and supported by a team of Tutors, Prefects and a Matron
- Each pupil has their own Tutor who guides them academically
- State-of-the-art Medical and Pastoral Centre

Co-Curricular

- Over 125 activities each week, including DofE, CCF, Voluntary Action, Community Projects
- Sport is part of the weekly timetable
- Flourishing Creative and Performing Arts Departments



PASTORAL ASSISTANT (BOARDING)

OVERVIEW

Reporting to:

The Housemaster/Housemistress

Job purpose

The role of the Pastoral Boarding Assistant is wide and varied and any job description will not adequately detail all eventualities. The Pastoral Boarding Assistant is a key player in the pastoral residential team.

The main function of the Pastoral Boarding Assistant is to be part of a team to assist the Housemaster or Housemistress and Matron in the smooth running of the house particularly in the evenings and weekends. Instructions from the Medical Centre will be followed on all medical matters, liaising with Matron and the



Domestic Team Leader as appropriate to ensure the day-to-day running of the boarding area, its cleanliness, tidiness, comfort and health and safety.

THE ROLE

Principal duties and responsibilities:

Pastoral Care

Play a key role in the pastoral care of the boarding pupils in liaison with the Housemaster or Housemistress and Day Matron. By its nature, there can be no prescriptive description of these duties. The key aspect when on duty, is to be on hand when the pupils are in house in the evenings and weekends. The Pastoral Boarding Assistant should be always sensitive to the varying pastoral needs of the pupils.

To achieve this the Pastoral Boarding Assistant should:

- Be a consistent presence at roll calls both in the morning and evening (except on days off)
- Play a key role within the resident team in ensuring the development of a homely environment for boarding pupils.
- Work with the house team to ensure that boarding pupils are supported in their work.
- At the direction of the Housemaster/Housemistress take a lead in running some weekend trips.
- Be proactive in getting to know and interacting with the children in House.

- At the direction of the Housemaster/Housemistress ensure boarding records are kept up to date.
- Ensure that when on overnight duty the House is secure.

Medical Care

To provide basic first aid and nursing care to boarding pupils, to conduct morning and evening surgeries, to maintain appropriate medical records and to order medical supplies.

- To liaise with the School Medical Centre regarding referrals of boarding pupils, check on their progress and/or treatment required and arrange for the return of pupils who have been admitted.
- To accompany boarding pupils to medical, physiotherapy or dental appointments. A mileage allowance will be paid for use of a private car on such occasions.
- To maintain specified hygiene standards in the sick room and other areas of the boarding areas.
- To comply with all medical and hygiene instructions issued by the School's medical authorities.
- To run the Sick Room and issue minor medications in accordance with instructions issued by the Sister in charge of the School

PASTORAL ASSISTANT (BOARDING)

Medical Centre

- To be part of a team which provide basic first aid and medical support for day pupils. Liaising with Housemasters/Housemistresses and Medical Centre as appropriate.

Accidents

To report all accidents within the boarding area to the Head of Lower School Boarding, recording details on Filemaker.

The Pastoral Boarding Assistant's responsibility is to support the Housemaster/Housemistress and Matron in matters concerning:

- Liaising with the Estates Department on repairs and routine maintenance requirements.
- Liaising with the Housekeeping Department on the routine replacement of furnishings and fittings.
- Ensuring that pupils remove all belongings at the end of term.

General

To be aware of the School's pastoral and welfare policies including Child Protection.

- To undertake first aid, medical and pastoral training as required by the School.
- To provide other reasonable support around house from time to time and to work collaboratively with the house team as required.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

Hours

- The Pastoral Boarding Assistant will be part of a rota (to be drawn up by the Housemaster/Housemistress) to ensure

there is cover within the House, particularly the boarding areas between 7.00am to lights out (usually 11.00pm), plus some on-call during the night. 45 hours per week, term time predominantly 4pm-11pm and weekends. Meal breaks and time away from House when not required are arranged and agreed with the Housemaster/Housemistress.

- The Pastoral Boarding Assistant will have one 24 hour period off per week and a minimum of every third weekend off during term time as per the rota.
- Payment of annual salary is based on 40 weeks and spread across 52 weeks (includes pro-rated statutory holiday entitlement). Holidays to be taken in the school holidays.
- For the better performance of her/his duties the Pastoral Boarding Assistant shall be required to live in a flat situated in the Boarding area to which he/she is appointed. Free board and lodging will be provided by the School during term time. The Pastoral Boarding Assistant may also live in the flat during holiday periods, but no meals shall be provided by the School in these circumstances.
- At the termination of this Agreement, the Pastoral Boarding Assistant shall vacate the flat within fourteen days of the last actual day of the School term.

PASTORAL ASSISTANT (BOARDING)

THE PERSON SPECIFICATION

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Good understanding of safeguarding in schools.	
Skills	<ul style="list-style-type: none">• Excellent team player.• Excellent communication and collaborative skills.• Ability to inspire confidence of pupils and parents and prospective parents.• Strong organisational skills.• IT literate.	
Experience		<ul style="list-style-type: none">• Some basic medical experience, with a first aid certificate.• Experience of a similar role.
Personal Qualities	<ul style="list-style-type: none">• Friendly, patient, professional approach.• Ability to remain calm and think clearly under pressure.• Genuine interest and enthusiasm for working with pupils.	

Terms and Conditions

Salary

Actual salary (0.76923FTE) is £20,000 per annum, based on 1.0FTE salary of £26,000 per annum.

Making an application

To apply, please complete the online application form, attaching a CV and covering letter, outlining your suitability for the role.

The application form is available on the [Oakham School website](#) under 'Job Opportunities'.

Enquiries:

Tel: 01572 758804

Email: jobs@oakham.rutland.sch.uk

or contact Claire Betts, Asst HR Business Partner, ccb@oakham.rutland.sch.uk (enquiries)

The closing date for applications is Monday 5 February (9.00am). We reserve the right to interview on an ongoing basis, therefore early application is advised.

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School.

BENEFITS OF WORKING AT OAKHAM SCHOOL

School Dining

We pride ourselves on the exceptional quality and variety of the food we offer.

Staff can enjoy free lunches in the Barraclough Dining Hall during term time.

Any staff required on school business before 7.30am or beyond 6.00pm may also have breakfast and supper.

Sports Facilities

Staff are able to make free use of the school gym, swimming pool and squash courts during specially designated staff times.

Pension Scheme

Flexible Retirement Plan run by TPT Solutions (formerly The Pensions Trust): the school will double match the employee's contribution up to 10%. Linked Death in Service Benefit is 4 x salary.

ADDITIONAL BENEFITS

- Sick Pay
- An opportunity to join a healthcare Cash Plan Scheme, with an option to include family members
- Personal Accident Insurance
- Childcare Vouchers and Cycle to Work Schemes
- Free car parking on school campus

Oakham School offers a beautiful working environment just a few minutes' walk from the historic town centre and amenities.

Oakham itself is a thriving market town with a population of around 11,000.

Rutland is the UK's smallest county and is a beautiful part of the country – a hidden jewel set within rolling countryside. Rutland Water with its many tourist attractions is on our doorstep and the surrounding villages are full of quintessential English charm.

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