



# BISHOPSTROW COLLEGE

A pathway to excellence

## Pastoral Assistant

Bishopstrow College seeks to appoint permanent staff as full or part-time Pastoral Assistants who can work flexibly as a team according to the needs of the College.

This role would suit someone living locally to the College who in addition to daytime duties would be able to do some overnight work (a sleep-in requirement, not awake doing "night shift" work). The role has some similarities with posts in the care sector and will appeal more broadly than to those just seeking employment in the education sector.

### Main Responsibilities

- Supervise and care for the international boarding students who attend the College.
- Take an active role in ensuring students' welfare and happiness, helping them to develop intellectually, socially and emotionally.

### Terms and Conditions

- Hours are flexible and will be discussed with applicants. Pastoral Assistants do not normally supervise students in lessons, so most of the hours occur after school, in the evenings, at wake-up and breakfast time, and at weekends.
- Part-time staff will need to be available a minimum of 10 daytime/evening/weekend hours per week.
- The annual holiday entitlement is 8 weeks, normally to be taken when the College is closed (pro rata for part time hours). The College has a four-term academic year of 44 teaching weeks. The College is therefore open for more weeks per year than most schools and operates throughout July and August. Some flexibility is possible on duty rotas, more so for part time staff.
- All meals are provided when on duty. Particular dietary needs are routinely accommodated.
- Single ensuite accommodation is provided for non-resident staff when on overnight sleep-in duties.
- 3% pension contribution is made by the College alongside an employee 5% contribution.
- Pay rates are competitive (please be clear on the application form about your current rate of pay).

### Start Date

20 September, or as soon as possible thereafter.

### Salary

Commensurate with experience.

### Application Process

The closing date for applications is 12.00pm on Monday 9 August. Early applications are encouraged. Interviews will be held as soon as possible. We reserve the right to offer the post at any stage in the application process or not to offer the post.

Bishopstrow, Warminster, Wiltshire, BA12 9HU, England.

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All placements are subject to enhanced DBS clearance.

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

For an Application Pack please contact [recruitment@bishopstrow.com](mailto:recruitment@bishopstrow.com) or visit our website: [www.bishopstrow.com/job-opportunities/](http://www.bishopstrow.com/job-opportunities/)

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