



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, 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 just to those 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, and 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, and 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 consisting 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 and particular dietary needs are routinely accommodated.
- Single ensuite accommodation is provided for non-resident staff when on overnight sleep-in duties.
- Pay rates are competitive (please be clear on the application form about your current rate of pay), with salary being commensurate with experience.
- A 3% pension contribution is made by the College alongside an employee 5% contribution.

Application Process

If you would like further information please contact the College directly by email at: recruitment@bishopstrow.com

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.