



Job Description – Pastoral Assistant
(Full-time or part-time. Non-residential, with some sleep-in requirements)

Reporting to: The Head of Boarding and Deputy Head of Boarding

Main Duties and Responsibilities

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

Pastoral

- Supervise students' free-time, meal times, wake-up and bedtimes and help students with their own welfare, hygiene and organisation.
- Administer basic medication (additional training will be provided).
- Take students to medical appointments.
- Carry out duties associated with the arrangements for arrival and departure days.
- Undertake overnight sleep-in duties (to be on call for emergencies).

Activities & Sports

In areas where the post holder feels competent to contribute, including sports, games, crafts, drama, supporting the 24x7 curriculum operated at the College.

- Assist with the preparation of student activities, encouraging students to participate through your enthusiasm, notices, announcements, displays and personal contact.
- Instruct, supervise and monitor student participation in sports and other activities.
- Supervise prep (homework) sessions.
- Accompany the occasional weekend educational visits. Assist with the supervision of the students, utilising visits as part of the 24x7 curriculum.

Administrative and Other

- Complete administrative tasks, such as daily records of student participation and behaviour.
- Contribute to feedback on students (captured in Individual Learning Plans, the college's reporting system).
- Attend staff meetings.
- Carry out any other tasks requested by the Head of Boarding, Deputy head of Boarding or the Principal.
- Act as Pastoral Tutor to a group of pupils giving 1-2-1 weekly tutorials and producing feedback via the College reporting system on these pupils at the appropriate times



BISHOPSTROW COLLEGE

This Job Description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Work towards and support the College's vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Support and contribute to the College's responsibility for safeguarding students.
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to the College policies.

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.

Bishopstrow College, Bishopstrow, Warminster, Wiltshire, BA12 9HU, United Kingdom
Email: enquiries@bishopstrow.com | Telephone: +44 (0)1985 219210 | www.bishopstrow.com

