



## MARLBOROUGH COLLEGE SUMMER SCHOOL

Marlborough College, Marlborough, Wilts SN8 1PA  
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### **Job Description**

The aim of this job description is to provide you with information to define the function of your position within the organisation and to inform the jobholder of their duties.

This document is not an exhaustive or definitive list of duties to be carried out by the jobholder and is only a guideline. It may be updated as required and staff may be asked to undertake any reasonable task or duty necessary to assist with the event.

**Job Title:** PASTORAL ASSISTANT: Young Adventurers and Teenagers

**Department:** Summer School

**Responsible to:** Team Leader

**Contracted to:** 14 July – 10 August 2019 (plus a mandatory training day on 13 July)

**Hours of Work:** Monday to Friday: 8.15am – 5pm (you will also be required to help run the early evening activities programme and Friday disco until 9pm which will be run on a rota basis)

**Salary:** From £232.18 (depending on age and if accommodation required) per week including all meals.

### **Overall Duties**

To provide comprehensive support to the Team Leader and providing pastoral care for children aged 9-17 years old.

### **The Role**

This position is to provide support to the Young Adventurers and Teenagers programme and the Team Leader during Summer School. The Team Leader will have overall responsibility for the smooth running of the group.

### **Typical tasks**

- Registration (this is between 8.30am /8.45am and 1.30pm/1.45pm).
- Ensuring that students arrive at their courses on time.
- Assist with courses in whatever way required.
- General socialising with the children, making them feel cared for and welcome at all times.
- Willingness to help others and to put to whatever is required.

- Help with pastoral care at lunchtimes.
- Planning and running early evening activities.
- Advise the Team Leader if you have any safeguarding or behavioural concerns with any of the children.
- All items of lost property should be recorded and delivered to the office on a weekly basis.

Pastoral Carers are entitled to all meals in Norwood Hall in the weeks that they are working. Please collect smart cards from the Team Leader on the Sunday of your first week.

### **Safeguarding**

As we are a school, we follow recommended safe recruitment guidelines during our employment process. Marlborough College/Summer School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service. The appointed person will need to supply the college with photographic evidence when completing this form, i.e. passport, photo-card driving licence, birth certificate and/or marriage certificate. All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

### **Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good standard of education.	Relevant qualifications and/or experience in a similar role. First Aid Training. Health and Safety Training. Fire Safety Training.
<b>Experience and Skills</b>	Team player Reliable and punctual Flexibility Good interpersonal skills	Experience in a similar role. Ability to understand and act on instruction. Knowledge of another language.
<b>Personal Qualities</b>	Positive attitude Hands on approach Capable of making decisions Friendly and approachable Observant Shows initiative and efficiency Able to meet the demands of a position Outgoing/Self motivated	