

**Overall Purpose**

To be an integral part of the House team in the Senior House at White Lodge in delivering excellent, compliant, pastoral care for the students in that House.

Summary of the Role/Person Specification

The successful candidate will have pastoral experience in an 11+, coeducational boarding environment. They will be responsible for supporting the Senior House (Years 9 to 11) at White Lodge ensuring that students have a secure and supportive 'home from home' during term time. They will be required to fulfill a day time role in support of the pastoral and broader life of the school.

Contract Terms

Duration Autumn Term 2016 in the first instance (there may be the opportunity to extend)

Hours Day time cover from 08.00 – 16.15 (Monday to Friday)

Holidays No holiday may be taken during term time, the last week of the summer break or when there is planned Inset. This role will be required to be part of the Summer School team.

Other Whilst not a contractual commitment, staff at White Lodge currently benefit from free meals in the Dining Hall and scheduled minibus service to/from local stations.

Reporting to: Assistant Principal - Pastoral & Welfare / Housemaster

Supervises: N/A

Budgetary Responsibility: N/A

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties are expected of all staff:

- proactively ensuring the effective implementation of Child Protection and other related policies
- ensuring full compliance with all relevant statutory regulations such as ISI and NMS as well as all school policies, Health & Safety regulations etc.
- communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies as appropriate.

Main Duties (*This list should be seen as illustrative rather than prescriptive*).

- Ensuring The Royal Ballet School's 'Boarding Principles'* are effectively implemented in the day to day life of the House
- Being a part of creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Delivering the procedures and policies required in the 'Boarding Handbook'*
- Implementation of compliance checks for the House
- Contributing to an effective trips & activities programme for students during boarding time
- Being part of an effective, proactive and caring House team with student welfare at its' heart
- Care and support of boarders outside of the routine of the School day
- Support of the medical cover
- Undertaking a day time role in support of the pastoral and broader life of the School that might include relevant administration, parental liaison, support of medical cover, second-hand uniform, lost property, sewing/mending, mealtime registers and supervision, liaison with Support Services, helping with special events etc.

*These will be re-issued for September 2016.

Essential Criteria

- Strong pastoral experience in a 11 +, coeducational boarding environment or a previous role involving the welfare and wellbeing of young people of this age group
- The ability to communicate clearly and effectively verbally and in writing
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Good listener who can build effective relationships with students, staff and parents
- Able to establish a strong but caring rapport with students, assert authority when needed and maintain appropriate boundaries
- Proactive in approach and able to seek advice and support in a timely fashion when appropriate
- Able to cope effectively with high levels of stress from students and parents
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role
- Committed to life in a boarding environment and a desire to support all aspects of our work
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour
- Full, clean driving license preferred.