

INTENSIVE COURSES

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ROYAL
BALLET
SCHOOL

PASTORAL MANAGER, SUMMER

OVERALL PURPOSE OF THE POST

To lead and manage The Royal Ballet School's pastoral team during the Intensive Courses, ensuring everything has been arranged, organised and communicated to the relevant staff. This role involves being the Designated Safeguarding Lead (DSL) for the Intensive Courses which includes taking the lead responsibility for safeguarding and child protection for students attending the Intensive Courses.

The Intensive Courses currently consists of a one-week Spring Programme (in London) and a five-week Summer Programme at White Lodge, Richmond Park (ages 11-15) and the Upper School in Covent Garden (ages 16-20). The majority of participants attend on a residential basis and board on site either at White Lodge or at one of two Royal Ballet School boarding houses in London.

SUMMARY OF THE ROLE

The successful applicant would be required to:

- Be responsible for the pastoral care and welfare of the students attending the Intensive Courses
- Lead and manage all House staff
- Work closely with medical staff to ensure student health care is optimal
- Attend management meetings, being a link between departments
- Ensure relevant policies, procedures and compliance are all in place and adhered to by all staff
- Uphold and represent the policies and ethos of the School.

CONTRACT TERMS

Course dates Summer Intensive, London: Sunday 17 July – Saturday 20 August 2022

In addition to this you would be required to work one week prior to the course start date.

Any additional set up and clean up days will be paid pro rata. Compulsory induction training is held in the week prior to the start of the course and will also be paid pro-rata.

Location	Split between White Lodge, Richmond Park and Upper School, Covent Garden (with visits to boarding houses in Pimlico and Covent Garden). This post is residential (based at White Lodge) due to the nature of the role. Induction and training will be given prior to the Summer London Intensive.
Salary	£950 per week
Hours	This role will be full time during the Intensive courses, exact hours to be confirmed. Hours will likely be in the region of 50 hours a week and on call throughout the course, flexibility is an essential requirement of this role
Leave	Leave may not be taken during any of the Intensive Courses. Holiday pay will be awarded at the end of the programme considering hours worked.
Reporting to	Head of Intensive Courses
Line manages	Lead house parents, house parents, house assistants
Key contacts	As above, plus medical and artistic staff
Budgetary responsibility	As directed by the Head of Intensive Courses.

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- The Royal Ballet School's 'Boarding Principles' are effectively implemented in the boarding houses

- Completion of compliance checks for the boarding houses
- Implement all necessary procedures and School policies
- Ensure the school's Safeguarding policies are known, understood and used appropriately
- During the Intensive Courses, the Designated Safeguarding Lead should always be available either in person, by telephone or email, for staff to discuss any safeguarding concerns
- Ensure the necessary arrangements have been made for the arrival and departure of students to and from the course, including registration days, checking in to the boarding houses and departure days
- Coordinate the boarding and wider welfare team, this should include regular scheduled visits to boarding houses to encourage a culture of clear accountability for safeguarding and welfare matters
- Keep detailed, accurate, secure written records of concerns and referrals
- Be familiar with and contribute to, maintaining the Intensive Courses Pastoral Staff Handbook to support staff in their roles and promote the sharing of good practice
- Lead and manage effective student induction in the boarding houses (appropriate for short courses and including specific support for overseas students). This should include contributing to and maintaining the Intensive Courses student accommodation handbooks
- Plan fire drills and evacuations
- Ensure an appropriate activities programme is in place for the students
- Any other duties that may reasonably be requested

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Completed Level 3 Multi-Agency Safeguarding training within the last two years or willingness to undergo training
- Relevant professional qualifications
- Strong communication and leadership skills
- Experience of working in a residential position with a relevant age group and a student focussed approach to pastoral care
- Experience of managing a team
- Ability to set high standards
- Good administration skills
- Confident using IT systems (Microsoft Office, Outlook)
- Good listener who can quickly build effective relationships with students, staff and parents
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Supportive, flexible attitude towards duties and working in order to fulfil the requirements of the role
- Professional but approachable demeanour

DESIRABLE CRITERIA

- Experience of working in a residential position in the position of a DSL
- Knowledge of a second language

- First Aid qualification is desirable but not essential as basic training will be provided at induction
- Full, clean driving license and a car
- Interest in ballet.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.