

Job Description - Pastoral Assistant (Part-Time) **(Non-residential, with some sleep-in requirements)**

Job Title: Pastoral Assistant

Reporting to: The Head of Boarding

Main Responsibilities

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

Pastoral

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

Activities

In areas where you feel competent to contribute, including sports, games, crafts, drama, supporting the extra-curricular programme operated at the College.

- Assist with the preparation of student activities, encouraging students to participate through your own enthusiasm, notices, announcements, displays and personal contact.
- Instruct, supervise and monitor students in activities.
- Supervise prep (homework).
- Accompany the occasional weekend educational visits, assisting with supervision of students and using the visits as part of the College's extra-curricular programme.

Administrative & Other

- Complete administrative tasks such as daily records of student participation and behaviour.
- Contribute to feedback on students via the College's reporting system.
- Attend staff meetings.
- Carry out any other tasks requested by the Head of Boarding or Principal.

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.

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All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students.
- Support the College's ethos, aims and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Implement and adhere to College policies and procedures, including the College's health and safety policy to ensure a safe working environment.

Padworth College is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and completion of a medical form.