

Post:	Residential Pastoral Assistant
Line Manager:	Head of Boarding
Hours of Work:	Up to 50 hours per week, term time plus
Salary:	Up to £17,231 per annum
Start Date:	12 months fixed term contract from September 2024
Location	Dean Close Prep School

The Role

Dean Close Preparatory School is a co-educational Christian Boarding/Day Prep School for 300+ pupils aged 7 to 13. There are 3 boarding houses (Senior girls, Senior boys and the mixed Junior House). The Houses are run by Houseparents and in each case the emphasis is placed on the idea of an extended family unit. The Resident Pastoral Assistant assists the House Parents in the day-to-day care and wellbeing of the children; together with the non-resident matron and also the resident House Tutor, who is a “gap year student”.

Accommodation is provided in the form of a furnished bed-sitting room and a private bathroom en-suite set within the boarding house. Meals are taken in a central Dining Hall with the children and other staff.

The Resident Pastoral Assistant is involved in the everyday running of the House and, whilst their main role is to build positive relationships with the pupils in their care, they will also assist with the laundry, supervise the children at different points throughout the day, help with the daily jobs in the House and take part in school outings and trips at weekends as well as getting involved in all aspects of a thriving Boarding School life.

Apart from additional responsibilities which may arise, the job involves supervising the children mornings and evenings and at other times during the day, (for example when changing for games). The Resident Pastoral Assistant will care for the children when they are unwell and enter all aspects of their care and support in their daily lives. As such they will act as a kind of “big sister/favourite aunt” interacting with them on both the fun side of life, as well as being their confidant, offering a support system in the more emotional aspects of their lives.

Resident Pastoral Assistants are part of an inter-acting team with the other House Staff, the Medical Staff and the Academic Staff. All staff have a responsibility to set high standards, lead by example, and work for the good of the whole community and the children in particular. There are opportunities to develop particular interests and talents in the wider aspects of school life (for example assisting with plays, games, the Pre-Prep, school trips, Music, etc.). Whilst the Boarding House responsibilities are the first priority, it is hoped that RPAs will become involved in other aspects of School life.

The post normally runs for one year. The Resident Pastoral Assistant would need to be in situ a week before the start of term. Accommodation for the period, and food during term time only, are also provided without charge. The post requires a full commitment during term time when the boarders are at school but there is a half-term week in each term and an occasional weekend exeat. There is a minimum three hour break each day (times vary) and 24 hours off each week from lunchtime to lunch time.

Person Specification

- Be loyal, honest, trustworthy, and reliable.
- Enthusiastic, highly motivated, and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity.
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach.
- Ability to communicate effectively with all colleagues.
- Strong desire to improve knowledge.

Terms and Conditions

- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pensions contributions
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to.

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.