



BOARDING PASTORAL SUPPORT JOB DESCRIPTION

Job Title: BOARDING PASTORAL SUPPORT

Responsible to: Housemaster/Housemistress

Main Purpose:

The role of the Boarding Pastoral Support team member is to assist the Housemaster/Housemistress in ensuring the smooth and safe running of the boarding house throughout the evening and to help maximise the boarding experience for the pupils. The exact requirements will be set out by the Housemaster/Housemistress but an active presence throughout the House will be required throughout the evening. Key roles and responsibilities are set out below:

Roles and Responsibilities:

- Be present in the house from 5.30 pm until 10.30 pm
- Supervise pupils during tea
- Oversee evening roll-call
- Ensure the smooth running of prep as determined by Housemaster/Housemistress
- Lead or supervise post-prep activities as required by Housemaster/Housemistress
- Ensure pupils are in bed and quiet at required times
- Ensure all pupils are accounted for by 10.30 pm
- Record evening and bedtime registers on iSAMS
- Provide pastoral care to individual or groups of pupils throughout the evening
- Provide and record any medication required by pupils
- Provide suitable handover to Housemaster/Housemistress at the end of the evening

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting 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.