

HEAD OF PASTORAL CARE

Multiple Centre Locations Across the UK

The logo for Ardmore, featuring the word 'Ardmore' in a blue, sans-serif font. The 'A' is stylized with a blue arc above it.

JOB OVERVIEW

The Head of Pastoral Care's key responsibility is the overall safeguarding of students to ensure that they are safe, secure, happy and respect other students, staff and the facilities. Managing and professionally developing a team of Welfare Leaders is a large part of this diverse role.

MAIN TASKS

The Head of Pastoral Care (HPC) is responsible for maintaining the overall welfare of the students throughout their stay with Ardmore. The HPC inducts, leads, develops and motivates a team of Welfare Leaders on centre to cover the daily pastoral duties that enhance every student's visit. The HPC will rota night duties, meal duties and other duties. HPC's will accurately administer room allocations for staff and students with specific safeguarding rules in mind. They will also display clear information on fire and safety procedures and lead fire drills within 48 hours of student arrivals. HPC's check student rooms and make sure that buildings are secure and locked on night duties. The HPC will also ensure that Health and Safety policies, procedures and risk assessments are always upheld and adhered to and act as the Safeguarding DSP in absence of Centre Director. HPC's should be approachable and manage a welfare desk for Group Leaders and staff. They will liaise with the host site to report maintenance issues and use a solutions-focused approach to manage any pastoral issues that arise.

SAFEGUARDING RESPONSIBILITIES

- Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.
- Promote a positive culture of information sharing which leads to effective safeguarding processes being followed as per the company's Safeguarding Policy.
- Take responsibility on behalf of Ardmore for day to day safeguarding management as the Deputy Designated Safeguarding Lead, following the Ardmore safeguarding policy.

Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

ESSENTIAL CRITERIA

- ✓ Sensitivity to other cultural diversity.
- ✓ Strong ability to lead a team and students.
- ✓ Strong organisational skills and quick learner.
- ✓ Previous experience working with children or teenagers.
- ✓ Committed to safeguarding at all times.
- ✓ Available to attend leadership training from 20th June 2020.
- ✓ Eligible to work in the UK and 18 years old or over.

DESIRABLE CRITERIA

- ✓ Previous summer school experience in a senior or management position.
- ✓ Hold a valid First Aid Certificate, lifeguard or sports coaching qualification.
- ✓ Experience of counselling or mentoring young people.
- ✓ Valid DBS and/or Overseas Police Checks (Ardmore will assist with this).
- ✓ Level 2 Safeguarding trained (Ardmore will assist with this).

PERSONAL ATTRIBUTES

- ✓ Caring and confident personality
- ✓ Approachable
- ✓ Resilient and solutions-focused
- ✓ Enthusiastic team player and leader
- ✓ Ability to work in high-pressure environment
- ✓ Flexibility and adaptability in a changing environment
- ✓ Clear communicator
- ✓ Excellent work ethic

KEY FACTS

- ✓ Reports to Centre Director.
- ✓ 4-8 week contract with a potential extension.
- ✓ 48 hours per week. (Some weeks you may be required to work in excess of 48 hours. You will therefore be asked to 'opt out' of the 48-hour Working Time Directive).
- ✓ Residential position. Full board and accommodation provided free of charge.
- ✓ Evening and weekend work required

A WEEK AS HEAD OF PASTORAL CARE

DAY	MORNING	AFTERNOON	EVENING
1	Check in with GL's and Individuals	Lunch and Dinner Duty	Night Duties
2	Check Confirmation Sheet and Plan Dept/Arr.	Staff Rota and Welcome Packs	Night Duties
3	Confirm and Send Meal Numbers	Lunch Duty Observations and Plan CPD's	DAY OFF
4	Review Incident Reports and Risk Assessments	Room Plan and Fire Board for Next Week	Night Duties
5	Check All Departure and Arrival Information	Observations, Appraisals and Team Meeting	Night Duties
6	OFF	OFF	OFF
7	Departures	Arrivals	OFF

ADDITIONAL INFORMATION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Director.

PROGRESSION

Centre Director