



DEAN CLOSE
SCHOOL
CHELTENHAM

Part Time Pastoral Assistant

Dean Close is a co-educational day and boarding school on a 50-acre site on the edge of Cheltenham town and currently has 480 pupil between the ages of 13 – 18. Due to the Coronavirus pandemic the pastoral side of the school has had to be restructured into separate year group bubbles. This has increased the requirement for pastoral supervision and input.

The school is seeking to employ a number of enthusiastic part time pastoral assistants who are interested in supporting the Housemasters and Housemistresses (HsMs) in looking after pupils in their care. The posts are zero hour contracts and it is expected that hours will vary each week and include some evening and weekend work.

Duties and responsibilities

- To assist the HsMs in organising and running house activities on Saturday evenings
- To assist HsMs with the running of the boarding houses if they are in lockdown because of a suspected or confirmed COVID-19 case; full PPE will be provided. This will include:
 - Serving and clearing up after meals
 - Helping with basic cleaning
 - Supervision during lesson time
 - Communicating with other members of staff
- To fill duty gaps if they arise
- To help with Sunday activities if required

Skills and ability

- To bring energy and fun to a boarding house particularly if it is in lockdown
- To use personal creativity to initiate and lead activities for junior boarders
- The ability to work well with initiative and to work with others as part of a team is essential
- Flexibility and adaptability are also essential, as is the willingness to undertake additional duties or responsibilities as they arise
- Ability to get on with young people and adults

Terms and conditions

- Zero hours contract. Hours worked will be paid £10 per hour claimed in retrospect via a timesheet
- Meals are available free of charge during hours worked
- Dean Close is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including an enhanced Disclosure and Barring check and references from previous employers