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| Job Title | Pastoral Manager (Residential Position) |
| Camp | Various |
| Location | Nationwide |
| Reports To | Camp Manager |



XUK

Run by Xkeys Ltd, who have organised safe and fun school holiday day and residential camps for over 20 years. XUK Camps and English Schools offer diverse activities, English lessons and trips for kids & teens.

Job Overview

- By overseeing your team, you will ensure that campers / students are healthy and happy.
- You will proactively address behavioural and welfare issues.
- There is scope for progression and promotion throughout the school holiday and future camps.

Main Duties and Responsibilities

- Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- Ensure and promote good health and hygiene practice throughout campers / students stay at XUK, e.g. daily showers and sufficient food consumption.
- You must complete our full safeguarding training that will be provided.
- You must advise **only** your Designated Safeguarding Officer (DSO) of any safeguarding concerns.
- Ensure that that **all** company policies, including health & safety, equal opportunities and safeguarding are continuously implemented.
- Build a good rapport with the campers / students, promoting the use of English where appropriate.
- Through liaising with Team Leaders, remaining aware of, and addressing children's behavioural and emotional issues suitably, acting as a disciplinary layer and contacting parents where appropriate.
- Ensure that morning and evening routines are kept to.
- Spend as much time with the children/ staff as possible to enable you to keep abreast of any issues, and to provide support when needed.
- Lead team meetings, providing feedback on key strengths and areas to improve.
- Develop professional interpersonal relations with the staff team so they feel you are approachable.
- Liaise with school staff ensuring a close, strong working relationship.
- Ensure your and your team's required administrative tasks (planning sheets, risk assessments etc.) are thoroughly and correctly completed.
- Be flexible within working practices of the setting, undertaking other duties where needed.

Person Specification and Skills

Essential

- Motivated and energetic team player and leader
- Ability to effectively lead a team by offering guidance support and feedback
- Interested in working with children/young people
- Approachable, patient, resilient and flexible
- Ability to make the right decision at the right time and stay calm under pressure
- Always maintain a professional approach to all duties
- Strong organisational and interpersonal skills
- Excellent time management, record keeping and planning skills
- Ability to seek help when required
- An effective communicator, including the ability to compose eloquent emails
- Proficient user of Microsoft Excel, Word and other computer programmes

Desirable

- Qualified or student teachers
- Supervisory experience
- First Aid certificate
- Safeguarding certificate
- Proven experience working with children
- Any specialist qualifications/interests (e.g. drama, art, sport etc.)