



**Position:** Pastoral Manager  
**Camp:** Residential Camps, Dauntsey's School, SN10 4HE  
**Pay:** See separate list  
**Reports to:** Camp Manager

## Overview

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- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.
- ✓ You should be willing to share accommodation with other staff members.
- ✓ The application process for this position may require a second interview stage.
- ✓ This role may be shared depending on the size of the camp.

## Responsibilities *(for further details see 'Management Responsibilities')*

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### Accident & Incident reports and *Get to Know Your Kids*

- ✓ Review, discuss, action and file all reports.

### Behaviour Management

- ✓ Be visible and proactive. Monitor and support staff. Liaise with management team.

### Duty & Security

- ✓ Ensure duty staff organised, effective and helpful. Oversee security procedures on site.

### Sunday

- ✓ Organise changeover duties with staff and lead introductory talk to all campers.

### Team Leaders

- ✓ Mentor and meet with Senior Pastoral & Activity Leaders to ensure effective pastoral care.

### Meals / Dietary Requirements

- ✓ Monitor mealtimes, encourage positive habits and ensure dietary needs are met.

### Lost Property

- ✓ Organise, check, name and return lost items.

### Health

- ✓ Supervise Health Coordinator, checking procedures are followed and all needs are met.

### Birthdays

- ✓ Liaise with Head Office in advance and organise celebrations.

### Handover

- ✓ On days off ensure a thorough hand over to the relevant person.

## Essential

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### Proven Experience

- ✓ Supervisory / managerial experience
- ✓ Experience working with children / young people
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

### Leadership Skills

- ✓ Communicator, organiser, decision maker, motivator and record keeper

### Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible



## Desirable

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- ✓ Qualified or student teachers
- ✓ First Aid certificate
- ✓ Safeguarding certificate with DSL responsibility
- ✓ Any specialist qualifications/interests (e.g. drama, art, sport, cookery)

*Reviewed November 2023*