



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

Overview

- ✓ 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')*

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, lead welcome area to campers / parents & rules introduction.

Heads of House

- ✓ Mentor and meet with Heads of House to ensure effective pastoral care. Are they doing their jobs?

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

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

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

Reviewed November 2024