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| **Job Title** | Pastoral Support Dame’s Assistant |
| **Reports to** | Pastoral Support Team Manager |

**Job Purpose**

As a Pastoral Support Dame’s Assistant, you will report to the Pastoral Support Team Manager, and you will work flexibly across our 25 Boarding Houses to provide cover when the Dame or Dame’s Assistant is absent. You will have frequent contact with the pupils and always put their safety and needs first. You will work collaboratively with the staff in all Houses, taking rest breaks to suit everyone’s needs.

Pupils in Eton are full time boarders, and their House is their ‘home’ while they are at school. You will be there to tend to their pastoral needs and wellbeing, delivering their medical care, overseen by the Health Centre, making sure they take all their meals and are properly dressed. You will take direction from either the Dame or, in her absence, the Housemaster or their deputy. You will also liaise with parents.

When you are not needed to cover in Houses then you will carry out administrative/practical tasks around the school as needed, such as checking and refilling First Aid Kits, helping out in central functions etc.

This role is term time only and you will also work any bank holidays that fall within term time.

You will be expected at all times to follow the relevant School Policies and guidance, in your work at the College.

**Key Tasks and Responsibilities**

Pupils and safeguarding

* Develop positive relationships with all the pupils you work with, treating them with respect;
* Ensure that all relevant information is communicated to the Dame and that the College’s child protection procedures are adhered to at all times;

Medical

* Administer pupils their prescribed medication / homely remedies;
* Assess pupils in the House, who are ill or injured, referring to the nurses in the Health Centre for advice and guidance as appropriate;
* Accompany pupils to medical appointments, medical tests, and A&E;
* Care for pupils who are staying in the house because they are ill/injured;
* Respond to and provide support during medical emergencies;
* Complete detailed handover notes before leaving a house;
* Respond to/contact parents about medical and routine matters under the direction of the Dame or Housemaster or their Deputy.

Food

* Accompany and supervise pupils to all meals taking a register if required;
* Ensure that all pupils who are unable to attend meals are suitably fed;
* Supervise the boys during morning and afternoon breaks, clearing and washing up where required.

Clothing

* Oversee pupil’s uniform being sent for dry cleaning;
* Supervise the sending of pupil’s clothing and bedding to the school laundry and its distribution when it is returned to the House;
* Wash pupil’s clothing in the House washing machine where needed;

Health & Safety

* Complete the H&S monthly House audit if required.

Bedtime

* Assist with F Block (Year 9) boys’ bedtime routines under the direction of the Housemaster or their Deputy.

Parents

* Respond to all parents verbal and email enquiries under the direction of the Dame or the Housemaster or their Deputy.

Pastoral support team administration

* When you are on duty monitor the pastoral support team inbox and respond to enquiries from Houses requesting cover in a timely way;
* Update the Teams pastoral support team spreadsheet with any changes / requests, so that other team members are kept up to date.

Other

* When you are not required to provide cover in Houses, then you will carry out routine practical and administrative tasks around the school as directed by the Pastoral Support Team Manager;
* Attend all training sessions and meetings that might be necessary for you to carry out your professional duties, including pastoral and Health and Safety matters;
* Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as ‘regulated activity’;
* Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality;
* Display a commitment to and promotion of equality, diversity, and inclusion.

All employees of Eton College are also expected to:

* Have a good understanding of safeguarding procedures, given all positions at Eton are classed as ‘regulated activity’;
* Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality;
* Display a commitment to and promotion of equality, diversity, and inclusion.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Previous experience of working in a pastoral role for children or young adults
* Previous experience of handling administration including email correspondence to parents and medical paperwork
* Good working knowledge of Microsoft Word, Outlook and Excel
* Excellent communication skills – both written and verbal

You may also enjoy this role if:

* You have a flexible approach to work and a ‘can-do’ attitude;
* You’re a great communicator and you enjoy engaging with a variety of different people and nurturing good relationships with other departments;
* You have the ability to work using your own initiative whilst also being happy to take direction from the Dame and House Master;
* You enjoy working on your own in different environments and you have confidence in your own abilities;
* You are able to assess when to resolve a problem on your own, and when to ask for help.

**Working Pattern**

The standard working pattern is:

* 36 hours per week, working over 6 days to be worked on a rota basis and will include a mixture of early, middle, and evening shifts between the hours of 7.30am and 10.00pm;
* Term time only;
* You will be required to work bank holidays, unless the school is closed;
* You are entitled to 5.6 weeks annual leave (including bank holidays). You are required to take your paid holidays (including any additional days in lieu) during the school holidays.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**