



Job Description

Pastoral Assistant

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed annually as part of the Appraisal Process.

Responsible to: Senior School Nurse

Summary of the Role:

To be part of the Health and Wellbeing team. The pastoral assistant will normally be based in the girls' school boarding houses except if an emergency occurs at the boys' school or there are residents in one of the Health and Wellbeing Centres.

Hours:

4.00pm – 8.00pm Monday to Friday term time only

Main duties and responsibilities

1. Assist the boarding house staff with the general welfare and wellbeing of pupils
2. When on duty, to be available to visit sick pupils in houses and, if necessary, to escort them, to the Health and Wellbeing Centres or to the hospital
3. If a pupil requires hospital treatment, to accompany them to hospital and ensuring the Health and Well Being Centres and parents are kept informed of hospital appointments
4. Administering prescribed and over the counter medications according to school policy and ensuring these are recorded properly
5. Forming positive relationships with the pupils in the House(s) and assisting and liaising with the Housemaster/Houseparent and other Matron/Boarding Assistants over their welfare
6. To work in conjunction with the Director of Boarding and House staff and to attend meetings when required
7. Providing first aid to pupils when required
8. Handover to on call night matron when required



Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none">• 1st Aid (training provided if necessary)	
Experience	
<ul style="list-style-type: none">• Youth work• Mental health experience	
Skills	
<ul style="list-style-type: none">• Awareness of confidentiality• Ability to work alone as well as part of a team• Basic IT Skills• Driving Licence	
Personal Attributes	
<ul style="list-style-type: none">• Pleasant, caring and polite manner• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	