

The boarding houses are at the heart of the life of the School. For each pupil the house provides a home and an extended family. The staff who work in the boarding houses make a significant contribution to the lives of the pupils and of the School.

The Houses are organised into a junior house (Aldhelmsted West) for Years 7 and 8 (L4-U4), five mixed-age houses for Years 9-12 (L5-L6), and a senior house for the U6th (Mulliner). The pupils sleep and have study facilities in rooms of four, two or one. Each house is equipped with its own kitchen and dining room which is run by a unique team of catering staff. The pupils eat breakfast, lunch and supper, as well as break and afternoon tea, in their own boarding house as opposed to a central dining hall. Aldhelmsted West and the mixed-age houses actively encourage positive relationships between the year groups and organise a number of mixed-age “family” meal times each week to underpin these positive and mutually respectful bonds of friendship.

Approximately 9% of the pupils in the School are day pupils, who are fully integrated members of the boarding community. Day pupils, just like boarders, are encouraged to take advantage of the many facilities and opportunities available to them.

All SG pupils are encouraged to accept responsibility for themselves and for others. House prefects share in the day-to-day organisation of the houses, helping and encouraging the younger years. Being part of a small, close-knit community within School makes it possible for each pupil to develop as an individual and to feel that they are a valued member of their house community. The pupils move freely between the smaller community of the house and the larger community of the School

SHERBORNE GIRLS



Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources.

Job Description for Pastoral Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:

A Pastoral Assistant is a member of the House team, normally consisting of the Housemistress/master (HM), Resident and Non-Resident Pastoral staff and House Matrons, who together run the House and maintain its rules and ethos. Under the guidance of the HM the pastoral assistant has social and moral input into the House.

Responsible to:

The Pastoral Assistant is responsible to the HM.

<p>Main Duties and Responsibilities:</p>	<p><u>Main duties</u></p> <ul style="list-style-type: none"> • Be approachable and available to the pupils in the House who might seek the pastoral assistant out for advice or comfort (and keep the HM informed of relevant developments). • Support the HM and maintain clear lines of communication with the House team. • Assist the HM in ensuring the pupils' observance of School policy and rules. • Being familiar with fire drills, medicines and general security within the house (induction training will be provided). • Administer prescribed medications as part of the daily routine and at other times if necessary. • Attend House team meetings and INSET training at the start of term. • Answer the House telephone, deal with parental queries and pass on messages as appropriate. • Oversee the general tidiness of the accommodation, monitoring the standard of pupils' rooms in conjunction with the cleaning team and encouraging the pupils to be organised. • Be prepared to step in during a crisis to do an extra duty or cover due to illness or absence. • Eat meals with the pupils in the House dining room and be responsible for registering the pupils into mealtimes • Support House events such as Christmas parties, parents' socials, new girls' tea, taster days, Commemoration Day etc. <p><i>Duties listed are not exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head.</i></p>
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Additional Information

Salary: £12.25 per hour

Hours of work:

6pm – 9:15pm (currently Thursday and Friday evenings available)

5pm-10.30pm (currently Sunday evenings available)

This is a term time only position.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Reduced membership at the Oxley Sports Centre
- Membership of the School library
- Free onsite parking
- Evening meal when on duty

Application Process:

Applications will be reviewed on an ongoing basis so early applications are encouraged. We require the candidate to be in post as soon as possible.