



MARLBOROUGH COLLEGE

Job Description

POSITION:	Residential Pastoral Tutor (RPT)
DEPARTMENT:	Pastoral
REPORTING TO:	Ed Nightingale (Deputy Head Pastoral) and Julia Hodgson (Head of Boarding)
SALARY:	Available on request
LOCATION:	Residential
HOURS OF WORK:	Please see section on work pattern

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Philosophy of the role

The RPT is an integral element of the House Pastoral Team and, while the role is to assist the HM in the running of the House, ultimately the RPT should be confident in fully deputising for the HM. For this reason, the HM has a responsibility to make sure that the RPT is aware of, and trained in, the systems and processes that operate within the House to keep the pupils safe. The RPT should be present and active in the house during their working hours and show flexibility to cover the house in case of emergency. Equally, the RPT has a responsibility to report daily to the HM, to keep them (and the Dame/House Manager) informed about events, incidents or any concerns they may have, and to be fully aware of the individual needs of every pupil in their House. A fixed weekly meeting between the HM and RPT is essential, to ensure both are fully briefed about all House matters, as well as to discuss the strategic direction of the House. Close and open liaison between all members of the House Team is of paramount importance in the successful pastoral management of the boarding house. The RPT will also liaise regularly with the Dame/House Manager.

It is, of course, impossible to distil the role of the RPT down to a number of duties, and the impact that an effective RPT has on the lives and wellbeing of the pupils should not be underestimated. At the heart of the role is offering high-quality pastoral support to the pupils in the House. The RPT should spend time with the pupils; find out what inspires, motivates and challenges them; help them organise their time and push them to take advantage of appropriate opportunities; insist on good manners, behaviour and kindness; and help them appreciate the positive effect their actions have on others.

To fulfil this philosophy, the RPT must be willing to carry out any duty reasonably requested by the Master, or by her delegated representative. On a day-to-day basis, the RPT is responsible to the HM.

Key purpose of the role

The purpose of a boarding school is to give a sound education in the context of a residential community, which provides structured opportunities for the development of character. This can only be achieved by a well-developed system of pastoral care. The responsibilities of the RPT are crucial to this.

1. To work with the HM and Dame/House Manager to provide excellent pastoral care to all the pupils in the house.
2. To demonstrate best practice in boarding, safeguarding and compliance.
3. To strengthen the boarding community within the house.
4. To deputise for the HM as necessary.

Key Responsibilities

Implementation

1. To complete relevant and up-to-date training in boarding, safeguarding and compliance.
2. To maintain an active adult presence in the house during their working hours.
3. To minimise overnight absences from the house during term time and to assist the HM in an emergency.
4. To maintain high standards of behaviour and discipline in the house.

House Management

1. To follow house routines and processes which comply with safeguarding and regulatory requirements, including maintaining necessary documentation.
2. To liaise daily with the HM and the Dame/House Manager to ensure the smooth running of the house.
3. To uphold the rules and standards of the house for all pupils.
4. To maintain an effective working environment during prep when on duty, and clear morning and evening routines.
5. To be the responsible adult in house overnight four nights a week.
6. During other working hours, to be the responsible adult in the house when the HM and Dame/House Manager are absent.
7. To take swift and appropriate action in the case of medical or disciplinary emergency.
8. To be involved in house activities as and when required by the HM and, in particular, to be available for and assist with certain major house occasions, such as House Singing, Carol Service drinks, the House Christmas supper and Prize Day.
9. To organise a programme of Sunday activities for the house, liaising with the HM, the Head of Co-curricular and the Head of Outdoor Activities.

Pastoral Care

1. To be a sympathetic and wise adult support to the pupils in the house.
2. To act as tutor to each of the Shell year group to support their academic, pastoral and co-curricular integration at the College.
3. As directed by the HM, to lead on the pastoral care of individual pupils within the House, liaising with parents, the Pastoral Hub, Medical Centre and external agencies as required.
4. To ensure a clear handover in the morning via the house log and to ensure that the Dame/House Manager, HM and Pastoral Hub are aware of relevant pastoral concerns.
5. In conjunction with the HM, to develop pastoral initiatives within House that will result in improved wellbeing for pupils.

Additional Duties

1. To assist the Dame/House Manager and HM with the closing of the house at the start of the holidays and the preparation and opening of the house at the end of the holidays.
2. To maintain consistent and continuing professional development.

Working pattern

Supporting the HM and Dame/House Manager, this role provides weekly supervision in house during term time.

Term time equates to 33 weeks per year; however, this role is required for up to 35 weeks per year to account for the start and end of terms, the RPT's professional development, etc.

The remaining weeks of the year are not considered to be working weeks in order to allow for sufficient rest time (in agreed circumstances some work may be requested during holiday periods).

Working hours

The role of Residential Pastoral Tutor is a full one. It is impossible to distil it down to a number of duties, and the impact that an effective RPT has on the lives and wellbeing of the pupils should not be underestimated. Most importantly, the RPT contributes to a house team which offers outstanding pastoral support to the boarders.

Core hours include days, evenings and weekends. There will also be overnight on-call duties required. Off-duty time consists of two days per week, plus additional rest periods on exeat weekends (one per half term).

Person Specification

	Essential	Desirable
Education and qualifications		
Degree educated		✓
First Aid qualification or willingness to complete a first aid course	✓	
BSA certification (Boarding Schools' Association)		✓
Relevant safeguarding/ social work or pastoral qualification		✓
Knowledge and Experience		
Experience of working in a school or regulated environment		✓
Experience of working with young people in either an academic or pastoral capacity	✓	
Experience of using school information systems iSAMS/CPOMS		✓
Excellent IT proficiency	✓	
Experience of safeguarding protocols within a residential and educational environment	✓	
Skills and Abilities		
A commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school	✓	
To be committed to continual professional development including acquiring knowledge of the school information system (iSAMS) and BSA professional development	✓	
A willingness to contribute to the wider school community	✓	
Excellent verbal and written communications skills, with an ability to communicate effectively with pupils, parents and staff	✓	
An approachable and confident demeanour	✓	
A positive and proactive approach with the confidence to support new initiatives	✓	
Flexibility to adjust to change and development	✓	
An ability to work as part of a team, building strong working relationships with all colleagues	✓	
An ability to organise, work independently and problem solve	✓	
An ability to handle confidential information with complete discretion	✓	
To be self-motivated and capable of working with minimum direction	✓	

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding Statement

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: