

Keswick



School

Senior Residential Pastoral Assistant
in Lairthwaite Boarding House

Information Pack

Temporary appointment

Closing date: 11am Monday, 20th October 2025



JOB DESCRIPTION

Job Title:	Senior Residential Pastoral Assistant in Lairthwaite Boarding House
Responsible to:	Head of Lairthwaite Boarding House
Salary:	Scale 5 salary point 13 – 16 starting salary £29,064 pro-rata (term-time only). Free lodging and utilities in a self-contained two bedroom flat valued in the region of £900 pcm (two meals per day during term-time only).
Working time:	An average of 21 hours a week (10 hours one week and 32 hours the next when doing a weekend duty). This is a minimum working time and may be negotiated on an annual basis.

Core purpose

To be responsible to the Head of Lairthwaite Boarding House for the care, welfare and safety of all the boarding pupils and the day to day running of Lairthwaite Boarding House.

To make decisions and act on behalf of the Head of House in their absence.

To assist the Deputy Head Academic in having an oversight of Prep, including contact regarding the academic progress of the boarding students with school staff and boarding parents when necessary.

Main responsibilities

- Provide pastoral support to those pupils resident in the Boarding House, tailored to their individual needs when necessary
- Help guide the moral and social welfare and development of all boarding pupils
- Maintain a good relationship with parents/guardians
- To be initially responsible for the conduct and discipline of boarding pupils in the absence of the Head of House
- To open and close the house on a daily basis and during the holidays as required on a shared rota.
- Must be resident in the house 3 nights a week during the school week and be on duty every other weekend (Friday night to Sunday night) on a shared rota
- To act as “back up” in an ‘On Call’ situation during the night as required
- To be familiar with and work towards ensuring the National Minimum Boarding Standards are met at all times
- Work with the Head of House to ensure that:
 - a) Pupil welfare meets the very highest standards and that all staff are conversant with the safeguarding policy and procedure and all other relevant policies and procedures
 - b) Pupils are academically supported progress during Prep
 - c) The House is ‘Ofsted ready’ including regular evaluations, an annual SEF and development plan
 - d) Policies and procedures are reviewed and up-dated on an annual basis
- Meet with the Head of House on a regular basis to plan for the effective management of the House
- Assist with the keeping of effective pupil records via REACH

- Help oversee prep arrangements, sharing information from the Prep Log with the Head of House & Deputy Head Academic and being the point of contact for the other Prep Tutors
- Check the Supervised Homework lists and liaise with school, house staff, and boarding parents regarding academic issues with boarders when support is needed
- Meet with the Deputy Head Academic regularly (at least once a half term) to discuss any academic issues
- Liaise with the EAL and SEN to ensure boarders are receiving support
- Help in guiding the social development of all boarders
- Have an overview of Class Charts, speak to students with low level concerns, noting this on the Duty Report
- Report any concerns about any individual to the Head of House
- When on duty to:
 - a) Supervise meals and activities
 - b) Monitor and reply to house emails
 - c) Attend school events and activities with boarding pupils
 - d) Sign homework diaries and check homework is being completed
 - e) Undertake wake-up and bedtime routines
 - f) Ensure Sixth Form boarders undertake prep in a mature and responsible manner
 - g) Ensure prep is undertaken over the weekend
 - h) Distribute pocket money keeping accurate records of income and expenditure

Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Health & Safety:

The Health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This Job Description may be subject to change according to service needs, changes will be made in consultation with post holder.

PERSON SPECIFICATION		
POST TITLE: Senior Residential Pastoral Assistant in Lairthwaite Boarding House		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<i>This will include</i> <ul style="list-style-type: none"> 5 GCSEs (or equivalent) grade C and above including Maths and English 	<i>This may include</i> <ul style="list-style-type: none"> Qualified Teacher Status
Knowledge & Experience	<i>This will include</i> <ul style="list-style-type: none"> Experience of working with young people and children in a residential setting 	<i>This may include</i>
Skills & Abilities	<i>This will include</i> <ul style="list-style-type: none"> Being an effective communicator Good organisational skills Delegation and motivational skills Computer literate and willing to learn new computer systems Full driving licence Insurance to use passenger carrying vehicle for business purposes Able to make decisions under pressure 	<i>This may include</i> <ul style="list-style-type: none"> First Aid trained (or a willingness to become First Aid trained) Minibus licence (or a willingness to undertake a minibus assessment)
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> Commitment to safeguarding the physical, emotional and mental wellbeing of young people and children An understanding of the importance of developing appropriate working relationships with young people and children Honest, responsible and reliable An understanding of the importance of the separation of boarding and school life 	<i>This may include</i>

Please find a link to the Boarding House pages of the Keswick School website;
<https://www.keswick.cumbria.sch.uk/boarding/welcome-to-boarding>



Further detail regarding the working hours

As the Senior Residential Pastoral Assistant of Lairthwaite Boarding House, you will be expected to work every other weekend (term-time only), this includes:

- 5pm Friday until lunchtime Saturday, on duty and resident,
- Being the contact person* throughout Saturday until 12 noon Sunday, and
- Being on duty and resident from 12 noon Sunday until 11pm Sunday.

During the School week expectations include being the contact person* three nights per week (between Monday to Thursday) and every other weekend on a Friday. Therefore, allowing for a Saturday and Sunday free to enjoy as you wish every other weekend.

When called upon in an overnight emergency, whilst acting as the contact person* you will be remunerated with a minimum of one hour's overtime.

*by contact person we mean being on call in an emergency, be that present in the boarding house/self-contained flat or within the local area and contactable via mobile phone.

The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria

Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

The academy is well supported by an energetic Local Governing Body.