



JOB DESCRIPTION and PERSON SPECIFICATION

SUMMER SCHOOL PASTORAL MANAGER & DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL)

Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of courses, including English Language, Humanities and STEM courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

Course dates

Session 1: Friday 26th June – Wednesday 15th July 2026

Session 2: Thursday 16th July – Monday 3rd August 2026

Please note: The above dates include induction training days, which are paid contracted days and attendance is mandatory for all Summer School staff.

Purpose of the role

The Pastoral Manager will report to the Assistant Director (Pastoral) & Designated Safeguarding Lead (DSL). They will be a lead contact within the Pastoral Team to ensure the smooth running of the courses and delivery of the best possible pastoral care to ensure the wellbeing of all students within boarding residences, during lessons and recreation time. The post holder will act as the Safeguarding Lead in the absence of the Assistant Director (Pastoral) & DSL.

The Pastoral Manager will support a culture of coming 'home to care' for students, be a key contact point for pastoral staff and teachers, and deal with safeguarding and residential concerns. The role also includes assisting the Summer School Director, the Assistant Summer School Directors and the Medical Team on a rota basis throughout the day with coordinating staff to take students to medical appointments, updating student records and other relevant duties.

The post holder will also provide help, encouragement and support to students and act as a positive role-model, setting a good example by their conduct and conversation. The post holder should be professional yet caring and approachable and be aware that this may be the first time some students have been away from home.

Qualifications/experience

The Pastoral Manager & DDSL should have:

- a degree in any subject;
- experience of boarding at Concord College or another high-quality British boarding school;
- a full understanding of safeguarding in the context of high-quality British boarding schools;
- a full understanding of residential responsibilities in the context of high-quality British boarding schools;
- training in Advanced Child Safeguarding to level 3 by a recognised education service provider;
- management or supervisory experience is also essential for the post.

Other desirable requirements:

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.

Main responsibilities/duties include:
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Prior to course commencement:

- in liaison with the Assistant Director (Pastoral) & DSL reviewing Summer School boarding procedures;
- in liaison with the Assistant Director (Pastoral) & DSL updating boarding information and handbook material for students and staff;
- contributing to the staff briefings on residential procedures; this may include a number of separate training sessions;
- preparing campus and boarding residences with relevant notices and information with support from the Summer School Assistants;
- liaising with Summer School Management Team regarding room allocations, preparation of room keys and labels.

During the course:

- conducting periodic inspections of activities around campus and in the residences to ensure that safeguarding and boarding procedures are being followed and identifying and reporting any issues;
- in consultation with the, Assistant Director (Pastoral) & DSL and IT department, setting up and maintaining electronic registration procedures for Summer School students;
- ensuring that processes and procedures are in place to act swiftly in the event of students missing at registration times or absent at room check. Swift action should be the responsibility of all staff, but it is expected that the post holder will take overall responsibility to ensure that processes are understood and transparent to staff and students alike;

- liaising with Summer School staff, Summer School Assistants and Boarding Parents regularly to discuss any potential safeguarding issues;
- reporting to the Assistant Director (Pastoral) & DSL, Summer School Director (and to the Bursar when required) any residential or safeguarding issues;
- keeping a digital log of inspections conducted and any incidents occurring, ensuring detailed information is recorded, using relevant systems and channels;
- holding welcome meetings (with support from Boarding Parents) with students to ensure they are introduced to and settled into residences;
- conducting safety procedures in the residences as directed by the Assistant Director (Pastoral) & DSL such as fire drills;
- coordinating weekly evening activities in the residences with Boarding Parents, ensuring relevant resources are budgeted and ordered where applicable;
- liaising closely with the Medical Team regarding student medical matters and relevant follow ups are carried out or referred within the Pastoral Team;
- being available for students and staff to contact by e-mail or internal telephone should an incident need to be reported;
- applying student disciplinary procedures and supervising detentions when required;
- contributing to the report for the Trustees at the end of each course regarding setting up of child protection measures, incidents which have occurred, and detailing action taken.

Management Duties:

- deputising for the Assistant Director (Pastoral) & DSL in their absence;
- providing support and assistance to pastoral and boarding staff and monitoring performance;
- attending meetings as instructed by the Summer School Director;
- holding regular meetings with boarding and pastoral staff to provide support, feedback and updates;

The post holder is encouraged to take responsibility and ownership of the role and develop processes that ensure safeguarding and residential practices are of the highest standard that is reasonably possible.

Further details and guidance on the responsibilities of the role will be provided during induction.

Personal attributes/skills

- Energetic and enthusiastic;
- Reliable and demonstrates initiative;
- Ability to work under pressure;
- A team-player;
- Flexible and adaptable;
- Excellent communication skills;
- Good organisational skills;
- Strong attention to detail.

Hours of work

Variable hours between 8am and 11pm. Later or earlier hours may apply on trip days and on airport transfer days. Shifts and time off are organised on a rota basis.

The Pastoral Manager & DDSL is also required to be resident on campus or in Acton Burnell village during Summer Schools and will work evenings and weekends on a rota basis.

A minimum of one day each week will be off duty.

Remuneration

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom, similar to those found in a university hall of residence), a laundry service and three meals a day.

Holiday entitlement and pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity with the Summer School Director. Pay may be reduced accordingly.

Special conditions

All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

Please note:

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.