



## British Youth Music Theatre Job Description and Person Specification

<b>Title</b>	<b>Pastoral Team Member</b>
<b>Responsible to</b>	Welfare Manager & Head of Pastoral Team
<b>Internal Relations</b>	Other Pastoral Team members Artistic Staff Production Manager Executive Producer Other BYMT staff as appropriate
<b>External Relations</b>	Young people (YP) in the BYMT company Parents/carers of young people School and venue staff Appropriate agencies
<b>Role</b>	<p>The majority of the work undertaken by British Youth Music Theatre operates in a residential setting and even where there is no residential element BYMT still maintains a significant responsibility for the young participants. To this end, aside from any artistic and production staff on a project, there is also a Pastoral Team.</p> <p>The Pastoral Team act in <i>loco parentis</i> to the children in their care and are expected to exercise the same care and control as a responsible parent in securing that the young person's needs are met and respected.</p>
<b>Responsibilities</b>	<p>The Pastoral Team's first priority is always to the young person. As per the Children's Act 1989, 'the child's welfare is paramount' and you will accept a duty of care for all young people.</p> <p>As a member of the Pastoral Team you will be a key person to whom the young person looks for guidance, protection, clarification and support.</p> <p>The Pastoral Team will follow agreed child protection guidelines, including reporting any concerns to the Head of Pastoral Team (who assumes the role of Child Protection Officer for a specific project) or the Welfare Manager, who is the BYMT Child Protection Coordinator.</p> <p>In order to properly safe-guard and support the young people, the Pastoral Team will need to:</p> <ul style="list-style-type: none"><li>• Support and deputise for Head of Pastoral Team as and when required</li><li>• Be prepared to work collaboratively with team members and other colleagues to meet the aims and objectives of the project.</li><li>• Be aware of fire/safety arrangements of the venue and convey this to project staff/participants if necessary.</li><li>• Ensure that the YP are eating well/getting enough rest and attending rehearsals.</li><li>• Be vigilant both during and out of rehearsals regarding any accidents that take place.</li><li>• If a venue does not provide break supplies ensure that the company have refreshments supplied.</li><li>• Ensure the whereabouts of all children in BYMT's care at all times.</li><li>• Be responsible for keeping a register as required,</li><li>• Ensure that any accidents/incidents are reported and recorded in</li></ul>

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agreed BYMT format.

- Support the Head of Pastoral Team with sick YP in the required course of action, including taking YP to see medical staff and ensuring any medication/follow up treatment takes place.
- Work within agreed parameters of confidentiality. All information is subject to the terms and conditions of the General Data Protection Regulations.
- Operate within BYMT operational guidelines at all times
- Ensure adherence to the company's policies and procedures-with particular reference to equal opportunities best practice and health & safety guidelines.
- Ensure that the accommodation and rehearsal spaces are fit for purpose.
- Work in a flexible manner and to undertake other duties as reasonably requested.

### **Terms and Conditions**

The post is normally a fixed term contract for a period of one, two or three weeks at a time, usually during the summer holiday period of July and August. Exact dates agreed when receive a contract.

Pastoral Team – £ 400.00 per week

Food and accommodation (possibly shared with other pastoral staff) at the venue will be provided;

Travel to and from the venue, if you live more than 25 miles from the venue, is covered by a travel allowance and booked by you;  
Any additional costs are reimbursed in line with BYMT policy.

Place of work – the venue for the project.

Working Hours – effectively 24/7: The pastoral responsibility remains throughout the project but the Pastoral Team are allocated shifts by the Head of Pastoral Team, normally across three sections of the day. One member of the Pastoral Team will remain 'on duty' through the night, although this does not mean staying awake, rather that the company mobile is 'on and at hand' in case of emergency.

### **Additional Information**

Please note:

All Pastoral Staff are required to have a DBS that is less than 3 years old.

We strongly advise you contact your Local Authority's Department of Education and Welfare regarding obtaining a Chaperoning Licence for the Entertainment Industry (this normally includes a DBS check).

BYMT can facilitate a DBS check but the cost will be deducted from your fee.

## **Person Specification**

### **Skills and Attitude**

- Warm and approachable
- A good communicator
- Able to maintain a rapport with young people
- Prepared to work as part of a team
- Able to maintain discipline in a fair, firm and friendly manner



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- Flexible about their expected working day
- Prepared to follow instruction from a Head of Pastoral Team
- Able to work on own initiative
- Interested in Music Theatre and/or the Performing Arts

### Skills and Experience

- 3 years' experience of working with young people in a supervisory role

### Motivation

- Genuine interest in young people
- Love of the arts and the benefits they can bring to young people

### Desirable Skills and Experience

- Experience of working with young people in a residential setting.
- Professional Training:
  - Teaching
  - Youth work
  - Social Work
  - Nursing
- Specific Training:
  - First aid
  - Child protection
  - Counselling
  - Working with challenging behaviour
  - Risk assessing
  - Health and safety

### RECRUITMENT PROCESS

Potential applicants should complete the application form available from the British Youth Music Theatre [website](#) and email it to the following address:

[alisonwoodward@bymt.org](mailto:alisonwoodward@bymt.org)

If you have any queries about this form or applying for the role, please call 020 8563 7725.

Applications are accepted on a rolling basis

British Youth Music Theatre is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.



British Youth Music Theatre, Mountview, 120 Peckham Hill Street, London, SE15 5JT