



Pastoral Lead Job Description and Person Specification

Title	Pastoral Lead
Responsible to	Pastoral Manager (BYMT Office)
Internal Relations	Other Pastoral Team members Creative Team (Director, Musical Director, Choreographer etc) Stage Management team (Production Manager, SM, DSM, ASM) BYMT Team (Casting and Young Company Manager, Executive Producer) Other BYMT staff as appropriate
External Relations	Young people (YP) in the BYMT company Parents/carers of young people School and venue staff Appropriate agencies
Role	<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, you are responsible for the Pastoral Team to 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>
Responsibilities	<p>The Pastoral Team's first priority is always to the young person and this will be led by you. 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. As Pastoral Lead, you are also responsible for the well-being and management of your team.</p> <p>As the Lead of the Pastoral Team you will be the main person who the team will look to for guidance, protection, clarification and support, alongside supporting the young people in the same way.</p> <p>The Pastoral Lead will follow agreed child protection guidelines, including reporting any concerns to the Pastoral Manager, who assumes the role of Child Protection Officer on every project.</p> <p>In order to properly safe-guard the young people, the Pastoral Lead will need to:</p> <ul style="list-style-type: none">• Take responsibility for the Pastoral Team, ensuring they have support and structure during each project.• Be prepared to work collaboratively with the Production Manager and Director to meet the aims and objectives of the project and oversee the wellbeing of the whole company (both cast and creatives included).• Be aware of fire/safety arrangements of the venue and convey this to project staff/participants if necessary.• Ensure that the YP are eating well/getting enough rest and

attending rehearsals.

- Be vigilant both during and out of rehearsals regarding any accidents that take place.
- If a venue does not provide break supplies ensure that the company have refreshments supplied.
- Ensure that you and your team know where the children in your care are at all times.
- Ensure a register is kept at all times.
- Ensure that any accidents/incidents are reported and recorded in agreed BYMT format, making sure that the Pastoral Manager is aware at all times.
- If a YP is sick make sure the required course of action is taken, 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 Data Protection Act.
- 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 Easter holiday and the summer holiday period of July and August. Exact dates agreed when receive a contract.

Pastoral Lead– £ 650.00/week

Food and accommodation - 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 or work – the venue for the project. Exact location of residency will be agreed when you receive a contract.

Working Hours – effectively 24/7: The pastoral responsibility remains throughout the project but it is the role of the Pastoral Lead to allocate shifts 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 Leads are required to have:

- A DBS that is on the update system. BYMT can facilitate a DBS check on the condition that it is then registered on the update system.
- A Chaperoning Licence for the Entertainment Industry.
- A First Aid Certificate.

Person Specification

Essential

Professional Experience:

- 3 years' experience of safeguarding/pastoral work with young people in a supervisory role
- Experience working in a role which has required you to manage/ lead a team
- Experience in managing relationships and building rapport with a variety of people including teachers, young people, pastoral and creative staff.
- Experience in an arts organisation/environment and interest in applied theatre

Attitudes and Skills:

- To understand when to listen and when to lead
- To understand when to observe and when to intervene
- To understand when to offer support and when to allow independence
- To understand when to be patient and when to be pragmatic
- To understand when to be sympathetic and when to be stern
- To understand when to be compassionate and when to be impartial
- To understand how to communicate clearly and considerately
- To understand how to show respect and how to be respected

Desirable

Experience:

- Teaching
- Youth work
- Social Work
- Nursing

Training skills:

- Child protection
- Counselling
- Working with challenging behaviour
- Risk assessing
- Health and safety
- working with young people in a residential setting.

Motivation:

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

RECRUITMENT PROCESS

Potential applicants should complete the application form available from the British Youth Music Theatre [website](#) and email/post it to the following address: rosahiggs@bymt.org

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

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

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