



Pastoral Team Manager Job Description and Person Specification

Title	Pastoral Team Manager
Responsible to	Welfare Manager
Internal Relations	Other Pastoral Team members Artistic Staff Production Manager Executive Producer Other BYMT staff as appropriate
External Relations	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 Team Manager, you are also responsible for the well-being and management of your team.</p> <p>As Pastoral Manger of the Pastoral Team you will be the main person who the team will look for guidance, protection, clarification and support, alongside supporting the young people in the same way.</p> <p>The Pastoral Team Manager will follow agreed child protection guidelines, including reporting any concerns to the Welfare Manger Team, who assumes the role of Child Protection Officer on every project.</p> <p>In order to properly safe-guard the young people, the Pastoral Team Manager 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.• 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 during rehearsals and outwith rehearsals regarding any accidents that take place.• If a venue does not provide break supplies ensure that the company have breaks 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 Welfare 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 summer holiday period of July and August. Exact dates agreed when receive a contract.

Pastoral Team Manager – £ 600.00/week

Food and accommodation at the venue will be provided; your travel to and from the venue is covered by a travel allowance and booked by you and any additional costs are reimbursed in line with BYMT policy.

Place or work – the venue for the project.

Working Hours – effectively 24/7: The pastoral responsibility remains throughout the project but it is the role of the Pastoral Manager to allocates shift 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 Team Managers are required to have

- A DBS that is less than 3 years old.
- A Chaperoning Licence for the Entertainment Industry.
- A First Aid Certificate.

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

Person Specification

Essential Skills and Experience

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

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

Flexible about their expected working day

Prepared to follow instruction from a Head Pastoral

Able to work on own initiative

Interested in Music Theatre and/or the Performing Arts

Desirable Skills and Experience

Experience of working with young people in a residential setting.

Professional Training:

- Teaching
- Youth work
- Social Work
- Nursing

Specific Training:

- Child protection
- Counselling
- Working with challenging behaviour
- Risk assessing
- Health and safety

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 BYMT website and post / email it to the following address:

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

alisonwoodward@bymtuk.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