

## **Pastoral Team Member Job Description and Person Specification**

<b>Title</b>	<b>Pastoral Team Member</b>
<b>Responsible to</b>	Pastoral Lead (on site) and Pastoral Manager (BYMT office)
<b>Internal Relations</b>	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
<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 Pastoral Lead (who assumes the role of Child Protection Officer for a specific project) or the Pastoral 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 Pastoral Lead 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> </ul>

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- 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 the whereabouts of all children in BYMT's care at all times.
- Be responsible for keeping a register as required,
- Ensure that any accidents/incidents are reported and recorded in agreed BYMT format.
- Support the Pastoral Lead 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 Easter holiday and the summer holiday period of July and August. Exact dates will be agreed when you receive a contract.

#### **Pastoral Team Member – £ 500.00 per 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 of 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 the Pastoral Team are allocated shifts by the Pastoral Lead, 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.

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### Additional Information

Please note, all Pastoral Staff 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.
- 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).
- First Aid Training (Provided by BYMT)

### Person Specification

#### Essential

##### **Professional Experience:**

- Previous experience of safeguarding/pastoral work with young people in a supervisory role
- Experience working in 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



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- 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](mailto:rosahiggs@bymt.org)

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

**Deadline: 17<sup>th</sup> March 2023**

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