



KINGSWOOD
BATH

Job Description

Job Title:	WESTWOOD HOUSE PASTORAL ASSISTANT
Responsible To:	Head of Lower School
Department:	Lower School
Date of Issue:	July 2026

About the role

To provide a consistent and supportive presence in Westwood House during agreed working hours, including being the first point of contact within the duty team during breaktimes, lunchtimes, and, where applicable, after-school provision up to 6pm.

As Westwood House Pastoral Assistant you will play a major role in supporting the Westwood leadership team in providing outstanding pastoral care to all Year 7 and 8 Pupils.

A career at Kingswood offers the opportunity to be part of a supportive and forward-thinking community that values excellence, innovation, and personal growth. Rooted in our core values - Care for Each Individual, Educate for Life, Serve the Community, and Live Sustainably - we foster an environment where staff are empowered to thrive.

Key responsibilities

Pastoral Management

- The role is central to supporting the emotional, social, and behavioural well-being of pupils. This includes working closely with students facing a variety of challenges, such as mental health difficulties, safeguarding concerns, behavioural issues, or family-related problems. The role involves building trusted relationships with children, promoting positive behaviour, and implementing targeted interventions to support vulnerable pupils.
- To provide a consistent and supportive presence in Westwood House during agreed working hours, including being the first point of contact within the duty team during breaktimes, lunchtimes, and, where applicable, after-school provision up to 6pm.
- To actively get to know all the pupils in Year 7 and 8 (including junior boarders) and take an interest in their welfare.
- To report any concerns about any pupil to the Head of Lower School, Assistant Head of Lower School or Tutor and, in the case of boarders, the Boarding Houseparent.
- To contribute to the hosting of prospective parents and pupils when they are visiting Westwood House.
- To deal with all matters of lost property and the communication with parents concerning lost property.
- To deal with medical and dietary matters as they arise including the administering and logging of day pupil medication if authorised by the Medical Centre.
- To oversee the daily sign-out and chasing up of pupils who are not accounted for, in conjunction with the Head of Lower School and Assistant Head of Lower School.

- If appropriate, a role as an academic tutor for Y7 or Y8 might be possible, depending on the skills, qualifications and experience of the post-holder.
- Accompanying boarding pupils to medical and dental appointments as required.

Domestic Oversight

- To oversee, in liaison with the Domestic and Estates Departments, all domestic matters relating to Westwood House, including laundry.
- To ensure all areas of the house are appropriately clean and tidy at all times.
- To monitor the maintenance of all areas of Westwood House, ensuring that all matters of concern are appropriately reported and rectified.
- To get replacement locker keys cut as and when they are needed by the pupils and oversee the collection of money for this.
- Occasional cleaning may be required.

You will also be expected to

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Kingswood
- Observe health and safety procedures and work safely at all times
- To comply with all school policies and procedures including reporting any concerns to the appropriate person in relation to those covering child protection, health, safety, welfare, security, confidentiality and data protection.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

Skills, qualifications and experience

You will have:

- Enthusiasm and energy; able to inspire and motivate the pupils and assist them with their personal; and social development
- Excellent interpersonal skills, the ability to build excellent relationships and interact appropriately with the school community
- The ability to work independently and proactively and as part of a team
- A highly organised and efficient approach
- The ability to act professionally and as a role model for pupils when on site
- Competent and confident skills in the use of IT
- Commitment to the safeguarding and promoting the welfare of all pupils

In addition, the following would further strengthen your suitability for the role:

- Experience of working in a Boarding School environment
- Ability to handle conflict and emotional issues calmly and professionally
- A current First Aid Certificate or a willingness to train
- A Full driving license
- A Minibus driving certificate

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Child protection

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

Competencies

The Kingswood Competency Framework sets out the expected level of performance at a given level – the 'competency profile'. The competency profile is used to support objective setting, appraisal, and continuous professional development planning.

The competency profile for this role is Level 6.

Competency Profile: Level 6 – Team Member (Delivery Expert):

Cluster	Competencies		
Strategy & Innovation	Strategic View	Planning for Improvement	Effective Decision Making
	Proactively and effectively implements strategic plans. Understands strategic planning process and assists in planning activities for the team/department.	Implements improvements within own department. Plans and monitors improvement initiatives.	Manages decision-making processes within a team. Makes decisions that positively impact team performance.
People	Leading and Communicating	Working Together	Developing People
	Manages team communication. Influences and leads discussions effectively.	Manages and drives team collaboration. Ensures effective 'joined-up' team performance.	Manages development initiatives. Identifies and addresses development needs in the team.
Delivering Results	Technical Delivery	Analytical Thinking	Problem Solving
	Effectively manages complex technical tasks and projects. Provides technical leadership and guidance.	Productively manages analytical projects. Derives insights and solutions from complex data/information.	Leads problem-solving initiatives. Effectively drives solutions for significant challenges.
	Delivering at Pace	Delivering Quality	Delivering Value
	Effectively leads delivery of projects. Drives timely and efficient results.	Proactively leads quality assurance efforts. Drives quality improvements within the team.	Leads initiatives that focus on delivering substantial financial value. Ensures value is maximized across all projects.

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Pay & benefits of service

We offer a competitive salary dependant on qualifications and experience.

The normal working hours for this role are 40.5 hours per week, during term time plus one additional week (35 weeks per year), as follows:

- Monday, Tuesday, Thursday and Friday: 9.00am – 6.00pm
- Wednesday: 11.00am – 6.00pm

Where tutoring responsibilities are undertaken, the daily start times may be adjusted to accommodate these commitments. The total contracted hours of 40.5 hours per week will remain unchanged.

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service.

- A generous and competitive salary, depending on qualifications and experience.
- Meaningful, personalised professional development and coaching.
- Stakeholder Pension Scheme, matching your contributions up to 5% of pensionable pay.
- Generous remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met and availability). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- All staff enjoy free meals with refreshments available throughout the day.
- Staff are welcome to make use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds at times as determined by the School.
- Parking available around the School site (subject to availability).
- Cycle Scheme in line with the Government's Cycle to Work initiative.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.

Application process

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please click on this link https://kingswood.ciphr-irecruit.com/templates/CIPHR/job_list.aspx to register and apply using the online application form.

The closing date for applications is Wednesday, 22 July 2026, midday. Early applications are encouraged.

If you have any questions about the recruitment process, please contact Miss Hannah Sweeney, Recruitment Co-ordinator, on 01225 734350 or email recruitment@kingswood.bath.sch.uk

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We offer a welcoming and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.

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