

THE
NATIONAL
CHILDREN'S CHOIR
of GREAT BRITAIN

**Job description for the post of
Assistant Pastoral Carer**

The holder of this post reports to the Head of Pastoral Care. They have a responsibility to:

- Ensure to the best of their ability the wellbeing of the choir members.
- Carry out their duties as agreed with the Head of Pastoral Care.
- Be available to choir members at all times when on duty.
- Be aware of the needs of the choir members and provide support in whatever way is appropriate.
- Report all issues and problems to the Head of Pastoral Care.
- Be aware of, and act in accordance with, the policies of the NCCGB.

For residential courses, duties may include, but are not exclusively defined by, the following list:

- Attendance in rehearsal areas.
- When necessary taking choir members to and from singing lessons.
- Accompanying choir members when crossing road to singing lessons.
- Remaining in house with unwell children.
- Supporting recreation staff at activities.
- Helping with uniform fittings.
- Attendance at all concerts and performances unless required elsewhere.
- Supervising choir members at break and mealtimes, and any other non-rehearsal time.
- Specific responsibility for the children in nearby bedrooms.

An assistant pastoral carer will not be expected to:

1. Take sole responsibility for any activity.
2. Be responsible for a large group of children

NCCGB staff must undertake an Enhanced DBS and Barred List check through NCCGB (unless they are registered with the update service) and provide two professional references.

January 2022