



ST JOHN'S BEAUMONT PREPARATORY SCHOOL OLD WINDSOR



Independent Listener (Volunteer)
Candidate Information Pack
March 2024



ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. The School may be required to perform online searches on shortlisted candidates, including Social Media pages.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).



ROLE DESCRIPTION

| | |
|------------------------|----------------------|
| Title | Independent Listener |
| Group | Safeguarding |
| Reports to | Deputy Head Pastoral |
| Responsible for | - |

ROLE PURPOSE:

St John's Beaumont School is seeking to appoint a volunteer Independent Listener to join our School community. The Independent Listener acts as a confidential and supportive adult for pupils who wish to discuss anything that is concerning or worrying them. However, as with staff, confidentiality cannot be maintained if from a conversation a welfare or safety concern arises. The Independent Listener will need to promote the safeguarding and welfare of children and young persons in conjunction with the Schools safeguarding team, led by the DSL.

The Independent Listener is expected to become a familiar figure within both the boarding community and the wider school community at St John's Beaumont. To this end, the Independent Listener should aim to visit the School at least once a week, and be available via email during the week if needed.

The National Minimum Standards for Boarding Schools describes the Independent Listener as a person, outside the staff and those responsible for the leadership and the governance of the school, who boarders may contact directly about personal problems or concerns at the school (Ref: NMS 2.3). This is a voluntary role within the St John's Beaumont community and will be recruited in line with Standard 14 of the National Minimum Standards.

ROLE OVERVIEW:

Role Description:

Safeguarding:

- Promoting and safeguarding the welfare of children and young persons whom they come into contact, whilst ensuring that boundaries are maintained and the protocol on confidentiality is clear.



- To respect both the School's views on the student's needs, as well as the student's wishes, views and feelings.
- To provide pupils with an opportunity to talk through any issues in non-judgmental manner.
- To encourage students to participate in decisions affecting them.
- Reporting any Safeguarding and child protection issues arising from conversations with students immediately to the Designated Safeguarding Lead (DSL).
- To be alert to indicators of any potential safeguarding issues and to report these immediately in accordance with the Schools procedure.
- To be child focused, however, sympathetic to the idea that there may be other points of view.

Administrative:

- To ensure that accurate and confidential records are kept whilst respecting the fact that some students wish to remain anonymous;
- To understand the School's Safeguarding Policy and procedures, following its requirements and attending any training that is needed to ensure this or that is necessary to the role.
- To maintain an active line of communication with the pupils, the Head of Boarding and the safeguarding leads.





Person Specification:

| | Essential / Desirable |
|---|--------------------------|
| Knowledge | |
| <ul style="list-style-type: none"> • Sound knowledge of safeguarding procedures or willingness to learn | E |
| <ul style="list-style-type: none"> • Knowledge of Preparatory School/Education environment (children aged 3 – 13) | E |
| <ul style="list-style-type: none"> • Excellent understanding of confidentiality | E |
| Experience | |
| <ul style="list-style-type: none"> • Experience in working with children aged 3-13 years old | E |
| <ul style="list-style-type: none"> • Experience working or volunteering in a School setting | D |
| Skills & Personal Qualities | |
| <ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children and young people | E |
| <ul style="list-style-type: none"> • Excellent interpersonal skills; the ability to communicate and work collaboratively in a team | E |
| <ul style="list-style-type: none"> • Pro-active and approachable | E |
| <ul style="list-style-type: none"> • Empathetic and patient, with an understanding of the challenges and worries that school-aged children may experience. | E |
| Qualifications | |
| <ul style="list-style-type: none"> • Willingness to undertake safeguarding training | E |
| <ul style="list-style-type: none"> • Obtained or working towards a qualification in teaching, psychology, counselling or any other relevant subject. | D |





HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office bursarsoffice@sjb.email for an application form.

CLOSING DATE

Monday 15th April at 10.00am

We reserve the right to close the application deadline early, and make an appointment before the closing date.

