

## DEPUTY HEAD OF HOUSE - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Deputy Head of House
<b>Reports to:</b>	Assistant Head - Boarding
<b>Department:</b>	Boarding
<b>Hours per week:</b>	Full time, including evening and weekend duties
<b>Role type:</b>	One Year Fixed Term Contract

### Key working relationships:

Head of House  
Assistant Head - Boarding  
Deputy Head - Pastoral  
Pupils, Parents and Guardians  
Other Deputy Heads of House  
Pastoral Divisional Leads  
Bursary Department  
Academic and Operational Staff

### Role Summary

The Deputy Head of House, plays a vital role in supporting the wellbeing, pastoral care and day to day lives of Pangbourne College pupils within the boarding house. Working closely with the Head of House to support pupils and create a home from home environment guided by the HOH and deputising in their absence. The DHOH ensures pupils are safe and supported during their academic and personal development. This residential position requires the DHOH to reside within the House in their own separate accommodation. Providing a reassuring and nurturing presence whilst managing the day to day administrative duties of the House. The DHOH will be expected with another member of staff to take trips at weekends, one trip in every 3 weekends. There is also the expectation that they will work 2 days

in the Summer Term half term to provide support for our Chinese immersion programme.

## Duties and Responsibilities

### Pastoral Care and Wellbeing:

- Provide excellent pastoral care and create a welcoming, safe environment for all pupils
- Support pupils in maintaining high standards of appearance and uniform
- Attentive to individual needs, monitoring for changes in behavior and responding appropriately
- Work in partnership with the Head of House (HoH) and Assistant Head - Boarding to address pupil concerns or needs
- Working with the Head of House to coordinate the House rota and working hours, ensuring a schedule with alternating shifts, weekend and evening duties
- Acting as a first point of contact for parents, providing reassurance and sharing updates on pupil welfare
- Support the HoH to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the House. As well as understanding the ISI inspection framework for pastoral care
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Handbook
- Promote inclusivity by considering pupils cultural, dietary, and religious needs
- Help induct new pupils to ensure they settle into College life seamlessly
- Actively participate in House events. Promoting a sense of community and engagement among pupils
- Drive a College Minibus to transport pupils or perform other duties

### Health and Safety:

- Administer basic first aid when necessary and ensure access to medical care by liaising with the Health Centre
- Accompany pupils to appointments when required
- Manage the storage, distribution and documentation of non-prescription and prescribed medication
- Conduct daily checks of the boarding house to ensure pupil safety, cleanliness and compliance with College standards
- Support and participate in fire drills and health and safety checks, maintaining accurate records

### Administration

- Maintain accurate records for pupil registration, medical updates and leave arrangements using the College's management systems
- Assist with travel and end of term arrangements, communicating with parents and the Bursary as required.
- Positive communication with pupils, parents and College staff, attending meetings and providing updates to the Head of House and Assistant Head - Boarding.

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## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

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## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.