

PANGBOURNE

— A community where you can flourish —

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.

Job Title:	Head of House (HoH)
Reports to:	Assistant Head - Head of Boarding
Department:	Boarding
Hours per week:	Full time, including weekend and evening duties
Role type:	Permanent

Key working relationships:

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

Role Summary

The Head of House is a key figure in the pastoral care and personal development of boarding students at Pangbourne College. Supporting the safety, welfare and holistic growth of pupils in their care. Working collaboratively with the Deputy Head of House, The Head of House will lead and manage the Boarding House, fostering an inclusive and structured environment where every pupil is valued and supported to thrive at Pangbourne.

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Embodying the values and ethos of Pangbourne College, this role requires strong leadership, pastoral expertise and the ability to work collaboratively with pupils, parents, guardians and staff as well as external professionals.

Accommodation is provided to enable the HoH to live on site and be available for the needs of the House.

Duties and Responsibilities

Pastoral Leadership

- Provide a nurturing and supportive environment, acting as a role model for pupils
- Promote the physical and emotional wellbeing of all pupils in the House
- Contribute to monitoring pupils academic progress, behavior and general welfare, intervening where necessary in collaboration with the Deputy Head of House, Assistant Head - Boarding, Tutors and the Deputy Head Pastoral
- Ensure an effective induction of new pupils into the House, helping them integrate into College life
- Maintain high standards of discipline, personal conduct and community engagement within the House
- Promote a culture of inclusivity and respect. Embodying the values and ethos of Pangbourne

House Management

- Oversee the day to day running of the House, ensuring the safety, cleanliness and maintenance of facilities
- Supervise and support the Deputy Head of House, ensuring clear communication and teamwork.
- Working with the Deputy Head of House to coordinate the House rota and working hours, ensuring a schedule with alternating shifts, weekend and evening duties.
- Conduct regular House inspections to maintain high standards of discipline and safety
- Manage the allocation of pupil responsibilities in the House to foster leadership and accountability
- Organise and lead House events and activities to promote House spirit and community

Safeguarding and Compliance

- Ensure adherence to safeguarding policies, the National Minimum Boarding Standards and ISI inspection frameworks
- Maintain accurate records of pupil welfare, attendance and any incidents using the College's management systems
- Liaise with the Health Centre regarding medical issues, administering medication where appropriate
- Participate in fire drills, health and safety checks and risk assessments to ensure the safety of all House pupils and staff

Parental and Guardian Engagement

- Establish strong, open communication with parents and guardians, providing regular updates on pupil progress and welfare
- Work collaboratively with the Deputy Head of House, Head of Division and Assistant Head - Boarding to ensure communications to parents and guardians is consistent
- Respond promptly and professionally to parental concerns or inquiries
- Work collaboratively with parents and guardians to address any challenges and ensure a consistent approach to pupil care

Administration

- Manage pupil registration, leave arrangements and travel plans in collaboration with College staff
- Attend meetings with the Deputy Head Pastoral, Assistant Head - Boarding and other HoH's to share best practices and address shared challenges
- Prepare reports on the House's performance and pupil progress as required for the Head of Division
- Display all relevant information within the House to meet the National Minimum Boarding Standards and ISI inspection frameworks
- Ensure all administration is up to date and complete, using Google Suite.

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.

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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.

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.