

DEPUTY HEAD OF HOUSE – PERSON SPECIFICATION

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: Deputy Head of House Department: Boarding			
Qualifications	Essential	Desirable	Method of assessment
Educated to GCSE level or equivalent	★		Application form Interview
Previous experience in a similar pastoral role		★	
Skills and Experience	Essential	Desirable	Method of assessment
Excellent IT skills, especially with Google suite and Microsoft Office	★		Application form Interview References Assessment exercise
High level of written English and an ability to communicate in a professional and timely manner	★		
Excellent attention to detail and accuracy	★		
Proficient in sewing and minor repairs to clothing	★		
Willingness to live on site and embrace College life	★		
Experience of working in a school environment		★	

Personal Qualities	Essential	Desirable	Method of assessment
A warm, nurturing demeanor whilst being able to to maintain standards of discipline within the House	★		Interview Assessment exercise
Capable of maintaining high standards	★		
Strong attention to detail, interpersonal skills and able to build trust among pupils, parents and staff	★		

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Able to work under pressure	★		
Professional, socially confident, positive, patient, resilient, kind, reliable and supportive	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence - Pangbourne College is located in a rural setting with limited transport links	★		