

MANDARIN SPEAKING - BOARDING AND TEACHING ASSISTANT - 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:	Mandarin Speaking - Boarding and Teaching Assistant
Reports to:	Assistant Head - Boarding
Department:	Boarding and Academic
Hours per week:	Full time, including evening and weekend duties
Role type:	Fixed Term Contract (15 April 2026 to 04 July 2026)

Key working relationships:

- Head of House
- Assistant Head - Boarding
- Deputy Head Pastoral
- Pupils (especially those who speak Mandarin)
- Parents and Guardians (especially Chinese-speaking ones)
- Pastoral Divisional Leads
- Academic and Operational Staff

Role Summary

The Boarding and Teaching Assistant plays a vital role in supporting the transition, wellbeing, and daily lives of Pangbourne College pupils and Immersion Chinese Pupils, with a particular focus on offering language and cultural support to Mandarin-speaking pupils and their families. This residential position requires them to reside within College accommodation. The Assistant will work across all boarding houses, providing a reassuring, nurturing and culturally sensitive presence while assisting the Heads of House and Deputy Heads of House with pastoral, administrative and housekeeping duties. The role

involves supporting pupils during their academic and personal development across the College's boarding community.

Duties and Responsibilities

Pastoral Care and Wellbeing

- Provide excellent pastoral care and create a welcoming, safe environment for all Short term Chinese pupils.
- Run Trips on Saturdays and Sundays for the Boarding Pupils.
- Accompany pupils on residential trips during term time and at Half Term.
- Act as a primary cultural and language liaison for Chinese-speaking pupils, helping them integrate seamlessly into College life.
- Act as a first point of contact for Chinese-speaking parents, providing reassurance and sharing updates on pupil welfare, often requiring translation and explanation of College policies and procedures.
- Work across all Houses to support pupils in maintaining high standards of appearance, behaviour and uniform.
- Be attentive to individual needs, monitoring for changes in behavior, and responding appropriately.
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Handbook.
- Promote inclusivity by actively considering pupils' cultural, dietary, and religious needs.
- Actively participate in House and College events, promoting a sense of community and engagement among pupils.

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, as delegated by the Head of House.
- Support and participate in fire drills and health and safety checks, maintaining accurate records.

House Support and Administration

- Assist Heads of House with day-to-day administrative duties across all Houses.
- Support the coordination of House rotas, including alternating shifts, weekend and evening duties.

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- 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, particularly for international and Chinese pupils, communicating with parents and the Bursary as required.
- Provide positive communication with pupils, parents, and College staff, attending meetings and providing updates to the Head of House and Assistant Head - Boarding.
- Drive a College Minibus to transport pupils or perform other duties, if appropriately qualified.

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.

Compliance and Safeguarding

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

- **Statutory Requirements:** Support Heads of House to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the House. This includes understanding the ISI inspection framework for pastoral care.
- **Data Protection:** The post holder must hold all personal identification information in the strictest confidence and disclose it only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice.

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.