HEAD OF DEVELOPMENT

Key Candidate Information

CONTENTS

The School

About Us

The Pangbournian Society

External Relations Team

Benefits

Further Information

Senior Leadership Team (SLT) Roles and Responsibilities

How to Apply

You can find a full Job Description **linked here** and a full Person Specification **here.**

"Pangbourne is unique because of the community. There is something about Pangbourne that makes you feel part of something special." - *Emily, Pupil*

THE SCHOOL

The Head's Welcome

Click to watch The Head's Welcome video

Schools are about people and Pangbourne is proudly a 'people place', home to a team of passionate educators with a deep commitment to their pupils.

Our mission is to be a **caring community** of learners in which pupils from all backgrounds can flourish. We enable pupils to succeed academically and to develop character through commitment to a curriculum that provides challenge and adventure. We equip our pupils with the **values, knowledge, skills and confidence** needed to grasp opportunities and make a positive difference to the world.

Our **Flag Values** of **Kindness, Selflessness, Moral Courage, Initiative, Industry, Resilience, Integrity and Respect** underpin all we do as a College. They are rooted in our Christian ethos and go a long way to prepare our pupils for life's challenges and the responsibilities of adulthood.

We know that young people today face many challenges, not the least of which is their **mental health and wellbeing**. We are known for our **outstanding pastoral care** - recognised as excellent in recent ISI inspections - and we take an integrated approach to caring for each pupil. We are not complacent about the challenges which young people face and are always seeking to improve the support which we can deliver.

We provide all the other things a good school should: a **challenging academic curriculum**, plenty of **sport and co-curricular opportunities**, and **230 acres of wonderful Berkshire countryside** in an Area of Outstanding Natural Beauty. Our small size, focus on the individual, and community feel are what make us special.

For a fuller understanding of our **culture and ethos**, I encourage you to read our Ethos document, available **here**.

Thomas Garnier, The Head, Pangbourne College

ABOUT US

Established in 1917, Pangbourne College is a small, independent boarding and day school with a unique history and a bright future.

Sir Thomas Lane Devitt founded Pangbourne College as 'The Nautical College, Pangbourne' with a vision to train boys to become Merchant Navy officers. Whilst this was the primary purpose of the school, he and his son Sir Philip Devitt were also committed to providing a **well-rounded education** for the boys to enable them to pursue other career options.

In 1969, the College adopted the name it has today and shifted its focus to **academic progress**. The captain superintendent was replaced with a civilian headmaster to reflect this, and in 1996 the College became co-educational.

With our links to the Navy, some ceremonial traditions still survive. Pupils wear the Naval Number 2 uniform as their day-to-day uniform, and rooms within the College still bear distinctly naval names (e.g. 'divisions' for houses, 'cabins' for pupils' rooms, and 'Mess Hall' for the dining hall). A tradition of **parading** and the ceremonial still exists as a weekly practice, plus six 'College Sundays' per year. The aim being to provide pupils with the chance to learn **teamwork, leadership, performance, confidence, time management and community spirit.**

The College underwent a full inspection by the **Independent Schools' Inspectorate (ISI)** in November 2019 and was **judged 'excellent'**, the highest possible grading. Inspectors noted the quality of educational and other achievements, and the high quality of pupils' personal development.

The bulk of our leavers go to university, with many going to **Russell Group universities** and the remainder into other universities, foundation courses, apprenticeships and work. We have a strong tradition of getting most (at least 75%) of our Sixth Form leavers into their firm choice higher education institution.

"We are very lucky at Pangbourne College; we have a raft of Housemistresses and Housemasters, matrons, teachers, coaches, and many other adults who go out of their way to support us. Their support is of great value." - *Callum, Pupil*

"A small, distinctive, grounded and family-oriented school that puts huge emphasis on self-discipline, teamwork and leadership. Caring and supportive, Pangbourne buzzes with activity and encourages every pupil to have a go." - *Good Schools Guide 2019*

"The quality of the pupils' academic and other achievements is excellent." - *ISI Inspection, November 2019*

"Pangbourne is unafraid to be different, to believe in its values, and always puts the individual first." - *Clare Denley, Finance Bursar and Parent*

THE PANGBOURNIAN SOCIETY

The Head of Development is responsible for leading and managing fundraising and alumni engagement across the College's community. Pangbourne College has been preparing to embark on the biggest fundraising campaign in our 105 year history. Following a feasibility study, a strategy has been identified which aims to deliver a step change in philanthropic income.

This will be used to fund an ambitious programme of bursarial support and capital development. Key stakeholders include, in particular, the Old Pangbournian Society (OP Society), the Pangbourne Parents' Association (PPA), and the Parents of Old Pangbournians (POPs).

The 'Pangbournian Society' is a community for all Pangbournians, with activities coordinated by several volunteer groups: the Old Pangbournian Society, the Pangbourne Parents' Association, and the Parents of Old Pangbournians.

The society upholds the following mission:

'The Pangboournian Society is the focus and means by which all Pangbournians can maintain their link with the College and with each other, in the UK and around the world. The society exists to support both the College and all Pangbournians past and present. The society works together with the governors and the Head to ensure the continuing success and prosperity of the College.'

Old Pangbournian Society (OP Society)
The Old Pangbournian Society keeps our alumni - known as Old Pangbournians (OPs) - in touch with each other and the College as a whole. It upholds and supports Pangbourne's ethos and traditions through undertaking a number of initiatives, whether academic, sporting, cultural or social.

Every pupil becomes a member of the OP Society on their graduation. Membership is free, and OPs receive the annual Pangbournian magazine, regular email newsletters, and invitations to various events. A voluntary committee elected at an annual general meeting manages the society, and all OPs may stand for election.

Pangbourne Parents' Association (PPA)

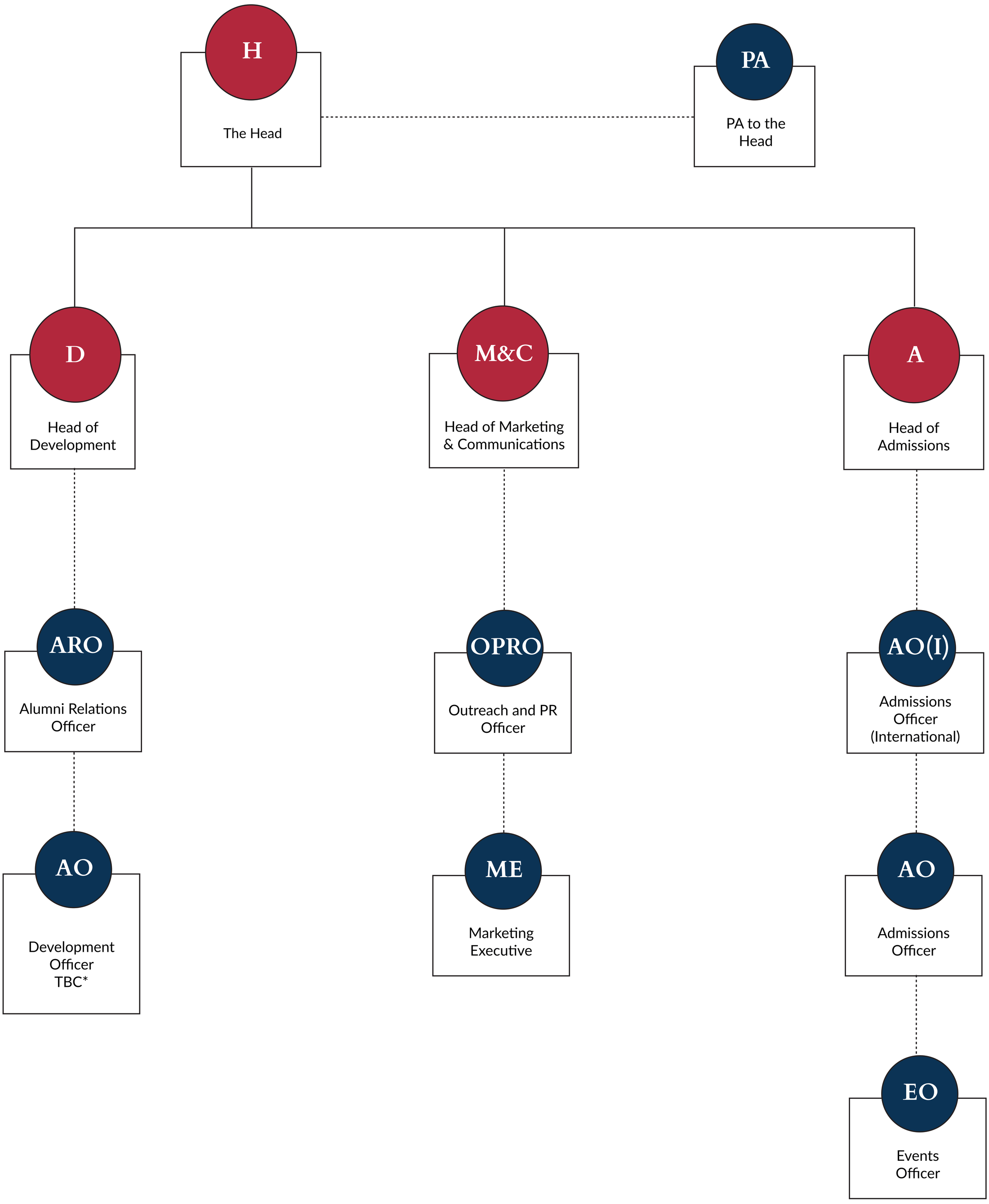
The PPA is a voluntary organisation which raises funds for projects at the College, whilst providing social opportunities for parents of pupils. All parents are automatically part of this association at no cost whilst their children are at Pangbourne. The committee holds meetings once every Half Term, which all parents are welcome to join.

Parents of Old Pangbournians (POPs)

All parents whose children have left the College are warmly welcomed to continue participating in community events for as long as they wish.

POPs receive a termly newsletter via email, along with the Ensign magazine twice a year. They will also receive invites to events at the College, with some, such as the Remembrance Sunday Lunch, being organised specifically for POPs.

EXTERNAL RELATIONS TEAM



"Pangbourne College is a supportive community where every child matters and they are able to explore a variety of different academic subjects, sports and other co-curricular activities." - *Ben Sainsbury, Hesperus Assistant Housemaster, Head of Cricket, Teacher of PE*

"Pangbourne College is a community where the members, whatever their role, work together with a common purpose and a sense of belonging." - *Lucy Gallagher, Learning Support Department & Teacher of Maths*

"I would describe Pangbourne as having a big family feel which is why I wanted my children to be educated here. It's a safe environment and the energy that the academic staff put into their lessons is really inspiring." - *Sarah Woolridge, Exams Officer and Academic Support*

"Pangbourne College is a tight-knit community nestled in leafy Berkshire. What could be better?!" - *Lewis Denham, Works Manager*

BENEFITS

PARKING

Free onsite parking

CATERING

Free lunch and refreshments when College is in session

ENVIRONMENT

230 acres in an Area of Outstanding Natural Beauty

PENSION SCHEME

Generous employer contribution

SALARY

£50,000 - £55,000

TECHNOLOGY

Loaned devices

POOL ACCESS

Free use of our heated outdoor swimming pool

GYM

Access our newly refurbished gym for free

DEVELOPMENT

CPD training available for all staff members

FEE DISCOUNT

Fee discount is available to staff for their children

COMMON ROOM

Friendly staff with frequent social events

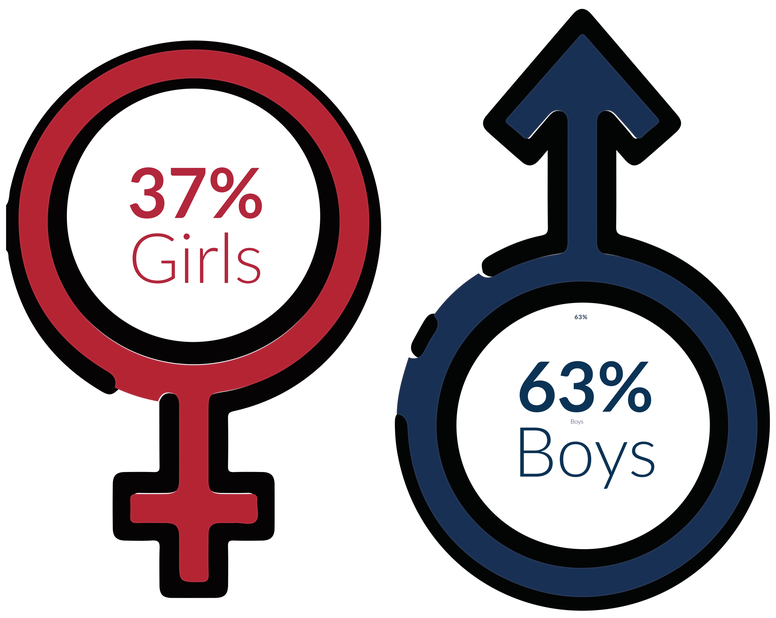
FURTHER INFORMATION

- The **2019 ISI Inspection Report** - full version prepared by ISI
- The **2019 ISI Inspection Report summary**
- Visit **pangbourne.com** for further information
- Pangbourne **'At a Glance'** - Key statistics and information
- Watch our **'Working at Pangbourne'** staff videos
- Watch our pupil-led **Virtual Tour**

"My favourite things about working here are the settings. The setting is just beautiful and the staff are very friendly."

- Stephanie Cutler, Bursary Administrator

AT A GLANCE



"Pupils achieve highly in a wide variety of academic and other areas such as sports, music and outdoor pursuits.

ISI Inspection Report, Nov 2019

230 Acre Campus in an Area of Outstanding Natural Beauty

466 Pupils aged 11-18

Founded in **1917**

SENIOR LEADERSHIP TEAM (SLT) ROLES AND RESPONSIBILITIES

Head (HM)
Thomas Garnier

Chief Executive Officer
Admissions
Marketing
Development Office

Chair SLT
Chair SMT
Attend HOMs Committee

Bursar
Neil Walne

Chief Operations Officer
Clerk to the Governing Body
Finance & Budgets
Health & Safety
Facilities & Estate
Administration
Human Resources
ICT services
Enterprises (Shop & Lettings)
Catering

Member of SLT & SMT

Senior Deputy (SD)
Samantha Greenwood

Discipline & Standards
Calendar & Routines
INSET day planning
Major events
Pupil character & leadership development
Partnerships & public benefit

Member of SLT, AMT & AMT
Attend HOMs Committee

Deputy Head Co-curriculum (DHC)
Richard Follett

Co-curriculum
Inspection

Member of SLT & SMT
Chair Co-curricular Committee

Deputy Head Pastoral (DHP) & Designated Safeguarding Lead (DSL)
Mark Skidmore

Pastoral care
Safeguarding & pupil welfare
Staff welfare
Pastoral development
Health Centre
Internationalism

Member of SLT & SMT
Safeguarding Monitoring Group
Attend HOMs Committee
Chair CR Pastoral Meetings

Deputy Head Academic (DHA)
Mark Seccombe

Academic curriculum
Teaching & Learning
Teacher development
Assessment, including exams
University admissions

Member of SLT & SMT
Chair AMT
Chair HoDs Committee

Assistant Head Pupil Mental Wellbeing (AHPMW)
Caroline Bond

Pupil mental wellbeing
Counselling
Peer mentoring
Equality, Diversity & Inclusion
PSHCE

Member of SMT
Attend HOMs Committee
Safeguarding Monitoring Group

Assistant Head Boarding (AHB)
Tom Cheney

Boarding strategy
Boarding compliance (ISI & NMS)
Management of divisions
Pupil voice

Member of SMT
Chair HOMs Committee
Chair CCCs meeting
Safeguarding Monitoring Group

HOW TO APPLY

Please visit our website **www.pangbourne.com/about-us/work-with-us** to download an application form.

Email the completed form, along with a covering letter, addressed to the Head, Mr Thomas Garnier to: **recruitment@pangbourne.com**

Applications must be received by **09:00 on Monday 12 June 2023.**

We will be in touch in regards to whether you have been shortlisted for an interview or not.

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

We are proactively committed to creating a diverse staff body which reflects the community that we teach. At Pangbourne College we value diversity and inclusion; we want to attract the best people for the role available. This is regardless of age, ethnicity, sexual orientation, gender, disability, socioeconomic status or religious beliefs.

In line with our recruitment policy, and for the protection of our pupils, you will be subject to an **enhanced DBS disclosure** and **employment reference checks**. Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. You must be eligible to work in the UK.

Application Process

All applications will be acknowledged by email. Please read all of the information provided before completing your application. Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Pangbourne College. This is where you can bring your application form to life. Please do not send testimonials, certificates or examples of work etc., unless specifically requested to during the recruitment process.

References

All offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the College. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. In all circumstances the information given should be for the Head or HR Department. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants are advised that references will be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise using the appropriate section on the application form. Please ensure that any referees who you are happy for us to contact before the interview are aware that they may be asked to provide a reference with a relatively short deadline.

Online Searches

In line with the updated KCSIE 2022, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Pangbourne College is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

Interview Process

If you are shortlisted and invited for interview we will ask you to bring in evidence of the following:

- Identity – passport or photocard driving licence
- Address – document from Group 2b of the DBS List of Valid Identity Documents with current address
- Proof of right to work in the UK – passport or UK birth certificate and proof of National Insurance Number issued by a government agency or a previous employer
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change

During your visit if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that certified photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability for the role and to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face-to-face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

All adults working at Pangbourne College should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Pangbourne College should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with Keeping Children Safe in Education 2022, Prevent 2015, Working Together 2018 and the Department of Education's (DfE) and Berkshire West Safeguarding Children Partnership (BWSCP) practice and procedures (these are available online at https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp

Warning

You should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the HR Department on 01189 766691 or recruitment@pangbourne.com

"Pangbourne is a unique, close-knit community which celebrates the individual and allows them to reach their full potential and who they want to be." - *Caroline Bond, Assistant Head Pupil Mental Wellbeing, Deputy Designated Safeguarding Lead, & Teacher of RS*