

# PANGBOURNE

— A community where you can flourish —

## HEAD OF DIVISION (DAY 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.

<b>Job Title:</b> Head of Division (Day House) <b>Department:</b> Pastoral			
Qualifications	Essential	Desirable	Method of assessment
Relevant qualifications or training in pastoral care or education		★	Application form Interview
Skills and Experience	Essential	Desirable	Method of assessment
A strong background of pastoral care, demonstrating a commitment to the welfare and development of individuals	★		Application form Interview
Experience within a school or pastoral care environment	★		References
Strong interpersonal and communication skills	★		Assessment exercise
Excellent attention to detail and accuracy	★	★	
Experience working collaboratively with others to ensure a holistic approach to pastoral care	★		
IT skills, especially with Google suite or Microsoft Office	★		

Personal Qualities	Essential	Desirable	Method of assessment
A compassionate leader who is able to balance authority with empathy	★		Interview Assessment exercise
Able to build trust with pupils, parents and staff, embodying the values of Pangbourne College	★		
Adaptable, organised and calm under pressure	★		

# PANGBOURNE

— A community where you can flourish —

The ability to understand the individual needs of students	★		
Confident, positive, patient, resilient, kind, reliable and supportive	★		
Integrity and professional in all interactions	★		
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	★		