

## HEAD OF DIVISION (DAY 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.

<b>Job Title:</b>	Head of Division (Day House)
<b>Reports to:</b>	Deputy Head - Pastoral
<b>Department:</b>	Pastoral
<b>Hours per week:</b>	Term time, Monday - Friday, as required to fulfil the duties of the role which will include occasional evening and weekend working
<b>Role type:</b>	Permanent

### Key working relationships:

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

### Job Summary

Pangbourne College is seeking an outstanding, flexible, and adaptable professional to join our team as a **Head of Division (Day House)**. This high-impact leadership role sits at the heart of our pastoral provision, ideal for someone who thrives in a dynamic environment and responds positively to change. Unlike many school leadership roles, this position allows you to focus fully on the wellbeing and development of students, enabling you to make a real difference in the life of your Division and the wider College community. This is more than a management position—it is an opportunity to shape the culture, identity, and student experience within a Division, in alignment with the College's "Flag Values."

# PANGBOURNE

— A community where you can flourish —

## The Role

At Pangbourne the day houses are known as Divisions.

As a Head of Division, you will provide strategic and day-to-day leadership of a Division, ensuring that every student is known, supported, and able to thrive.

You will:

- **Lead with purpose:** Establish a culture of high expectations, inclusivity, and pride, acting as a visible role model for students and staff
- **Oversee pastoral care:** Take ownership of student welfare, including daily oversight, interventions, and tailored Pastoral Support Plans
- **Build community:** Develop a strong Divisional identity through events, leadership opportunities, and student engagement
- **Support student leadership:** Mentor student leaders and promote responsibility, teamwork, and personal development
- **Act as a key liaison:** Serve as the primary point of contact for families, ensuring a holistic approach to student wellbeing
- **Adapt and respond:** Thrive in a fast-moving environment, addressing emerging pastoral needs with creativity and flexibility

## We are looking for

We are seeking a professional who combines strong leadership with genuine care for young people.

You will be:

- **Inspirational and values-driven:** Embody the College's ethos and inspire a shared sense of purpose and belonging
- **A builder of teams:** Able to foster trust, camaraderie, and a strong collective identity among students and staff
- **Proactive and solution-focused:** Identify pastoral needs early and implement effective strategies
- **Organised and dependable:** Maintain high standards of safeguarding, record-keeping, and divisional oversight
- **Flexible and adaptable:** Able to respond to change and contribute to the wider life of the College, including occasional evenings and weekends

A strong commitment to safeguarding is essential; training will be provided to become a **Deputy**

## **Designated Safeguarding Lead (DDSL).**

### **Key Responsibilities**

- Lead and manage pastoral care within the Division
- Monitor student wellbeing, behaviour, and engagement
- Implement and oversee bespoke Pastoral Support Plans
- Promote student leadership and a sense of divisional identity
- Work collaboratively with the Deputy Head (Pastoral) and academic staff
- Deputy Designated Safeguarding Lead

### **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.

### **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 appraiser 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

# PANGBOURNE

— A community where you can flourish —

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.