

# DOVER COLLEGE



## **Deputy Housemistress and Pastoral Assistant**

January 2023

Candidate Information Pack





Priory Lodge  
The Priory School  
Canterbury

100 Years  
1914-2014



# Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

**Small is beautiful!** The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

**We are academically ambitious.** We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

**We think differently.** Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

**We offer an all-round education.** We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

**We are international and local.** We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher  
Head



# Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

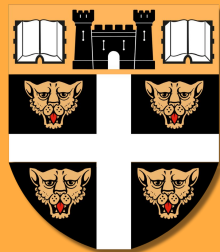
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





## Deputy Housemistress and Pastoral Assistant

Dover College is a highly successful co-educational, boarding and day school of circa 320 pupils.

With continued growth in our boarding community, we are now looking to appoint a residential Deputy Housemistress and Pastoral Assistant. This role will primarily support the work of our girls' housemistresses, including overnight and weekend duties on a rotational basis. The postholder will also contribute to the pastoral care of all Senior School pupils.

This is a newly created role and the ideal candidate will help us to shape how this role aligns with the values and ethos of Dover College.

You will receive on-site accommodation (a 1 bed flat) and all meals during term time.

Due to National Minimum Boarding Standards 2022, this role is open to female applicants only.

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

**Closing date for applications: Friday 3rd February 2023.\***

\*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



**PREPARED:** EB

**REF:** Deputy Housemistress and Pastoral Assistant

**APPROVED:** SB

**REVISION:** 001

**DATE:** January 2023

## JOB PROFILE

**REPORTING TO:** Head of Boarding & Assistant Head (Safeguarding)

**PURPOSE OF JOB:** Deputise for the girls' housemistresses, undertake residential boarding duties and provide frontline pastoral support to pupils in the Senior School.

## KEY RESPONSIBILITIES

### Deputy Housemistress and residential boarding duties:

- Work closely with the two girls' housemistresses, including deputising in their absence;
- Undertake supervision of extended day activities (after school clubs), when required;
- Provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety provisions are met;
- Assist in overseeing the general welfare of the children, including matters relating to personal hygiene and health;
- Assist the house teams with residential duties, including morning and evening roll calls, supervision of boarders during prep and evening time and accompanying boarders on evening and weekend trips.

### Pastoral Support:

- Support the house staff and tutors in the pastoral welfare of the pupils in the Senior School;
- Guide and support pupils to safely and successfully manage face to face and online relationships with peers;
- Be proactive in the implementation of the College's Anti-bullying Policy in conjunction with the house staff and Senior Leadership Team;
- Be available to counsel and support individuals and groups of pupils when needed;
- Review pupil behaviour by analysing monitoring data;
- Where necessary, provide support for teaching staff on behavioural issues;
- Monitor pupil attendance, punctuality, positive and negative behaviour points in line with the schools 'Code of Conduct' and 'Behaviour and Attendance' policy and ensure that appropriate action is taken when required with close liaison of the Houseparents and Assistant Head (Safeguarding);
- Record safeguarding concerns and associated reports on our safeguarding software, including detailed notes and actions taken.



## KEY RESPONSIBILITIES (CONTINUED)

### General Duties & Responsibilities

- To comply with individual responsibilities, in accordance with the role, for Health and Safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Fire, Health & Safety, Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school.
- To undertake training as necessary.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other reasonable duty as specified by the Estates Manager or Senior Leadership Team

## PERSON SPECIFICATION

### ESSENTIAL

- An aptitude for the skills needed to perform effectively in the role, including ability to follow written instructions;
- A polite and courteous team player with a friendly and flexible approach to work;
- Passion for delivering a high quality standard of work;
- Willingness to learn on the job;
- A commitment to promoting and safeguarding the welfare of pupils;
- Strong IT and written communication skills.

### DESIRABLE

- First Aid training.
- Experience of working in a school environment.
- Management or Leadership Qualifications







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