

Head of Girls' Boarding House

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

Function	Head of Girls' Boarding House	Department	Boarding
Start Date	18 August 2019	Location	Dubai, UAE
Reports to	Head of School	Direct reports	Girls' Residential Tutors/Boarding House Assistant

Job Scope	The Head of Girls' Boarding House will develop and model a Boarding House ethos that is consistent with SISD's values. She will support excellence in all areas relating to academic and pastoral care for boarding students. She will take a personal interest in all boarding students individually, with particular reference to their aptitudes, background, prospects and intended career, particular virtues, any special problems and, in the light of this information, direct and advise them so that they can make the best use of the opportunities available to them within and beyond SISD. The Head of Girls' Boarding House has a key role in developing and implementing SISD's pastoral policy.
Main Duties and Responsibilities	<p>Students</p> <ul style="list-style-type: none"> • To ensure appropriate staff supervision <i>in loco parentis</i> for all boarding students at all times and to provide emergency contact for parents, guardians or students • To follow best practice with regard to Child Protection and Safeguarding, in line with SISD's policy and procedures • To ensure that the medical and dietary needs of students are met • To ensure that boarders meet school uniform requirements/standards • To assist the teachers with regard to the academic progress of students (include target-setting, following up areas of concern, celebrating achievements and progress)

	<ul style="list-style-type: none"> • To investigate fully any evidence of student misdemeanor or indiscipline, to discuss and record sanctions imposed with regard to school rules and disciplinary procedures (in conjunction with teachers and academic leadership teams), and to monitor formal complaints • To ensure the provision of representative leadership opportunities within the Boarding House and provide suitable training and support • To establish and develop a program of regular House meetings • To be responsible for the development of a full evening and weekend programme of outings and activities • To support and encourage pupils on school and public occasions such as concerts, performances, sporting activities etc. • To encourage respect of and for SISD's property and that of others <p>Parents</p> <ul style="list-style-type: none"> • To liaise closely and regularly with parents/guardians about pastoral and academic issues and their child's progress and well-being (including the provision of written reports, as required) <p>Management of Girls' Boarding House and Boarding House Staff</p> <ul style="list-style-type: none"> • To be responsible for effective organization of the Boarding House, including delegation of specific areas of responsibility or duties to the relevant pastoral staff • To maintain the fabric of the House in cooperation with the Operations team • To line manage Boarding House staff • To coordinate with the Operations team in ensuring full compliance with all aspects of health and safety within the Boarding House environment (to include First Aid provision and Fire Safety) • To commit to UK National Minimum Standards for Boarding • To manage Boarding House accounts • To keep staff and student Boarding handbooks up-to-date <p>Other responsibilities</p> <ul style="list-style-type: none"> • To undertake any reasonable request made by the Head of School and/or any member of the Senior Management Team • To promote the Boarding House to prospective parents and pupils, as required
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Key Relationships	
Internal	The Head of Boarding, Head of School, Deputy Head of School, Head of Secondary School, Senior Management and Leadership Teams, Boarding Recruitment Executive, , Teachers, Boarding House Team Members
External	Parents, local and international regulatory bodies, authorities and Partners

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor's Degree • Boarding Qualifications (e.g. BSA PDC) an advantage
Must have skills	<ul style="list-style-type: none"> • Proficiency in English (both written and oral). Fluency in French, German and/or Arabic is desirable • Excellent communication and organizational skills • A high degree of initiative and creative thinking

	<ul style="list-style-type: none"> • Well-developed interpersonal skills and experience of leading a high performing team • Inclusive and balanced management style • Committed team player with empathy, drive, energy and passion to develop the Boarding House • Have high expectations that motivate, support, challenge and drive both staff and students • Sense of humour
Experience	<ul style="list-style-type: none"> • Extensive international Boarding House experience preferably as a Houseparent or at the very least as a Deputy/Assistant Houseparent • Proven track record of working collaboratively as part of a Boarding House team • Proven track record of leadership skills • Proven record of delivering outstanding pastoral care to students and knowledge and experience of child welfare, well-being and safety
Competencies	<ul style="list-style-type: none"> • Caring • Inter-culturally aware • Committed to ensuring high standards of Boarding and able to model best practice to colleagues and staff • Exceptional leadership and communication skills • Innovative, highly motivated, resourceful, flexible, self-starter • Able to inspire others and passionate about being part of SISD's school and Boarding House
Additional Requirements	<ul style="list-style-type: none"> • Any additional language is desirable (but especially French, German or Arabic)
Salary & Benefits	The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate and is in-line with UAE Labour Law. Accommodation will be included.
Contract	Unlimited on Free Zone
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter addressed to the Head of School, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position • Current CV / resume not to exceed two pages with passport size photo • A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years <p>Please send your application to: hr@sisd.ae</p>