

## Boarding House Tutor & Graduate Assistant for August 2020

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.

<b>Job title</b>	Boarding House Tutor & Graduate Assistant	<b>Department</b>	Boarding House
<b>Start date</b>	16 August 2020	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Boarding	<b>Positions Supervised</b>	-
<b>Job Scope</b>	To contribute to the development of a Boarding House ethos that is consistent with SISD's values. He/She will support excellence in all areas relating to pastoral care for boarding students. He/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, and in support of the Head of Boarding, direct and advise them so that they can make the best use of the opportunities available to them within and beyond SISD.		
<b>Main Duties and Responsibilities</b>	<p>This not an exhaustive list and all duties/responsibilities:</p> <p>Pupils</p> <ul style="list-style-type: none"> <li>• To provide emergency contact for parents, guardians or students</li> <li>• To follow best practice with regard to Child Protection and Safeguarding, in line with SISD's policy and procedures</li> <li>• To support the Head of Boarding House in ensuring that the medical and dietary needs of students are met</li> <li>• To support the Head of Boarding House in ensuring that boarders meet school uniform requirements/standards</li> <li>• To assist the teachers with regard to the academic progress of students</li> <li>• To support the Head of Boarding House in investigating fully any evidence of student misdemeanor or indiscipline</li> </ul>		

	<ul style="list-style-type: none"> <li>• To support the provision of representative leadership opportunities within the Boarding House</li> <li>• To contribute to the program of regular House meetings</li> <li>• To contribute to the development of a full evening and weekend programme of outings and activities</li> <li>• To support and encourage pupils on school and public occasions such as concerts, performances, sporting activities etc.</li> <li>• To encourage respect of and for SISD's property and that of others</li> </ul> <p>Parents</p> <ul style="list-style-type: none"> <li>• To liaise closely and regularly with parents/guardians about pastoral issues</li> <li>• To support the Head of Boarding House in exceeding UK National Minimum Standards for Boarding</li> <li>• To contribute to the development of boarding handbooks</li> </ul> <p>Other responsibilities</p> <ul style="list-style-type: none"> <li>• To undertake any reasonable request made by the Head of School and/or the Head of Boarding House</li> <li>• To promote the Boarding House to prospective parents and pupils, as required</li> <li>• To coach sport to the students</li> </ul>
<b>Key Relationships</b>	
<b>Internal</b>	Students, Teachers, Head of Boarding, Boarding House Residential Tutors, Boarding Recruitment Executive
<b>External</b>	Parents, KHDA, IB
<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Subject Degree in Sport Sciences or equivalent (preferred)</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Proficiency in English (both written and oral). Fluency in French, German and/or Arabic is desirable</li> <li>• Excellent communication and organizational skills</li> <li>• A high degree of initiative and creative thinking</li> <li>• Well-developed interpersonal skills</li> <li>• Inclusive approach</li> <li>• Committed team player with empathy, drive, energy and passion to develop the Boarding House</li> <li>• Have high expectations that motivate, support, challenge and drive both colleagues and students</li> <li>• Sense of humour</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of working collaboratively</li> <li>• Understanding of what constitutes outstanding pastoral care to students and knowledge and experience of child welfare, well-being and safety</li> </ul>
<b>Beneficial</b>	<ul style="list-style-type: none"> <li>• Proficiency in other languages such as French, German or Arabic</li> </ul>
<b>Salary &amp; Benefits</b>	The salary and benefits package reflects the fact that the school is committed to excellence. Accommodation – 1 bed fully furnished Apartment in Boarding House.
<b>Contract</b>	2-year Fixed Term contract
<b>Application</b>	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Covering letter addressing the position requirements (one side max)</li> <li>• Current CV with passport size photo, not to exceed two pages</li> <li>• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years. This must include your current Head of School</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>