



Residential Boarding House Assistant for March 2021

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international 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 state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

Function	Residential Boarding House Assistant	Department	Boarding
Start Date	1 March 2021	Location	Dubai, UAE
Reports to	Head of Boarding/Head of House	Direct reports	

Job Scope	The main function of this post is to be an adult presence in the Boarding House (to include covering night duties) and to be responsible for the safeguarding, welfare and security of pupils by assisting the Head of Boarding and his team in the supervision of the health and welfare of the pupils and their 'House', the physical building within which they live. This is a residential/live in role.
Main Duties and Responsibilities	<p>Pastoral Care</p> <ul style="list-style-type: none"> To provide the highest quality pastoral care to the pupils whilst on duty. Boarding Assistants are the individuals on duty during the school day/night who help – alongside other house staff – to provide a safe, nurturing environment which allows the young people to flourish To maintain open communication with the Head of Boarding/Head of House, through regular meetings, daily handovers

- To support the Head of Boarding/Head of House with house administration. Tasks delegated are through mutual discussion between the Head of Boarding and are overseen by the Deputy Head of House/Head of House
- To assist all school staff in ensuring pupils are smart in their appearance in accordance with the school's uniform guidelines
- To attend house team meetings
- To be fully conversant with the school ICT system, sending and receiving e-mails and to ensure any maintenance needs are requested via Facilities Team
- To carry out start of term and of end of term room checks in consultation with Head of Boarding/Head of House
- To work with Head of Boarding/Head of House to prepare rooms for adhoc boarders/taster night boarders
- To input information on to - and be fully conversant with the school's database
- It is desirable that Boarding House Assistants attend, as required, school events, as well as Boarding House social events, such as the House trips outside of normal working hours
- To liaise with parents where appropriate (this may be by email or phone call)
- Expect to work 2 days before beginning of term and 2 days after the end of term, to assist with preparing the house for the boarders' arrival and again for the boarders' departure at the end of terms
- Attend INSET, particularly in the case when pastoral training is planned
- To undertake any reasonable request from the Head of Boarding/Head of House which might be specific to that particular house which pertains directly to the well- being of the boarders in that house

Health

- To issue non prescriptive drugs (and prescribed / controlled drugs when necessary) and refer students to the Health Centre when required
- To administer basic first aid as required
- To liaise effectively with the school Health Centre with regards all medical and health related issues
- to take a student to a medical appointment, if required

Domestic

- Report any defects to Facilities Team
- To ensure that any laundry carried out in house is fully serviced and operating effectively
- To ensure all house and pupil articles of clothing are clearly marked or labelled
- To repair, as necessary, pupil clothing
- To replenish cleaning material and equipment stock
- Have knowledge of the use of firefighting equipment
- Monitor house access for schools' visitors including contractors to the site and ensure that the house signing in and out books are maintained effectively
- Liaising with the cleaning staff and reporting any issues to the Facilities Team.

	Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post
Key Relationships	
Internal	Students, Head of Boarding, Head of House, Boarding House Residential Tutors, Boarding Recruitment Executive, Teachers, Head of School, Deputy Head of School
External	Parents

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor’s Degree (recent graduates will be considered)
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 • Well-developed interpersonal skills • Inclusive approach • Committed team player with empathy, drive, energy and passion to develop the Boarding House • Have high expectations that motivate, support, challenge and drive both colleagues and students • Sense of humour
Experience	<ul style="list-style-type: none"> • Proven track record of working collaboratively • Understanding of what constitutes 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 • Exceptional 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)
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position • Current CV not to exceed two pages • 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record</p>

checks from both country of residence/home country and any other country of residence.