

Boarding House Assistant who has an interest in sport for an immediate start

This would be ideal for a NQT or a university student on a placement or gap year

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.

Job title	Boarding House Assistant	Department	Boarding House
Start date	Immediate start	Location	Dubai, UAE
Reports to	Head of Boarding	Positions Supervised	-
Job Scope	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.		
Main Duties and Responsibilities	<p>This not an exhaustive list and all duties/responsibilities:</p> <p>Pupils</p> <ul style="list-style-type: none"> • 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 support the Head of Boarding House in ensuring that the medical and dietary needs of students are met
- To support the Head of Boarding House in ensuring that boarders meet school uniform requirements/standards
- To assist the teachers with regard to the academic progress of students
- To support the Head of Boarding House in investigating fully any evidence of student misdemeanor or indiscipline
- To support the provision of representative leadership opportunities within the Boarding House
- To contribute to the program of regular House meetings
- To contribute to 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

Parents

- To liaise closely and regularly with parents/guardians about pastoral issues
- To support the Head of Boarding House in exceeding UK National Minimum Standards for Boarding
- To contribute to the development of boarding handbooks

Other responsibilities

- To undertake any reasonable request made by the Head of School and/or the Head of Boarding House
- To promote the Boarding House to prospective parents and pupils, as required
- To coach sport to the students

Key Relationships

Internal	Students, Teachers, Head of Boarding, Boarding House Residential Tutors, Boarding Recruitment Executive
External	Parents, KHDA, IB

Position Requirements

Education	<ul style="list-style-type: none"> • Subject Degree in Sport Sciences or equivalent (preferred)
Experience	<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 • 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
Competencies	<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
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed Term contract
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>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</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 checks from both country of residence/home country and any other country of residence.</p>