



PART TIME WEEKEND BOARDING COORDINATOR

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SISD now ranked as one of the top 100 private schools in the world.



PART TIME WEEKEND BOARDING COORDINATOR

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 1800 students of more than 90 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	Part time Weekend Boarding Coordinator	Department	Boarding
Start Date	Immediate	Location	Dubai, UAE
Reports to	Head of Boarding	Direct reports	

Job Scope	<p>The role of a Weekend Boarding Coordinator is to work as part of the Boarding Team to ensure weekend operations and strategic goals of the boarding houses are met.</p> <p>Weekend Boarding Coordinators provide outstanding pastoral care and support, as well as appropriate supervision in the general routine of boarding students. You will play an important role in creating a warm, friendly, homely environment for our boarding students, which encourages full involvement in academic and extra curricular programs within Swiss International Scientific School and the boarding community. This is a part time weekend role from Friday to Sunday inclusive.</p> <p>The Weekend Boarding Coordinator will work under the direction of the Head of Boarding who is responsible for the overall supervision and management of the Boarding Houses, its students, and staff. Weekend Boarding Coordinator's duties involve general supervision of the Boarding Houses, organization of weekend activities and coordination of weekend trips from Friday to Sunday inclusive.</p>
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Head of Boarding, upon mutual agreement, to reflect or anticipate changes in the role:</p>

Students

- Work in partnership with boarding students and boarding staff to ensure the pastoral care needs of all boarding students are met
- Continuously checks roll, being certain of the location of all students
- Oversee room tidiness, including communal areas with the boarding houses.
- Supervise prep, meals, and bedtimes within the Boarding Houses
- Following end of day checks for the Boarding Houses each night
- Participate and supervise students with Friday–and weekend activities and outings
- Contribute to the development of activities which enhance the Boarders' program
- Oversee departure and return of students on weekend leave with offsite permission
- Makes students aware of expected behavior on all trips, on the bus, and at all activities. Holds students accountable for their actions
- Refer serious breaches of boarding rules to the member of boarding staff in charge or Head of Boarding
- In the event of an evacuation, assist in coordinating the safe evacuation of students to the designated evacuation area
- Assist with the day-to-day routines, supervision, and duties
- Engage with the students in conversation to form positive relationships with them

Parents

- Receive incoming calls from parents and respond to requests as required
- Communicate with parents if the need arises

Administration

- Manage the boarding duty office area, answering phones, administration, reporting maintenance of the houses and dealing with visitors to the Boarding houses
- Manage the boarding duty phone
- Coordinate with the boarding administration assistant to find out number of students on campus during the weekend and exact travel arrangements
Notifies relevant parties as to student numbers
- Liaise with external providers to ensure weekend trips are run efficiently
- Pick up weekend money from Finance and distributes it to those staff members needing funds for activities. Collect receipts, keeps track of monies spent, and submits remainder of money to the Head of Boarding
- Work closely and communicates with the Facilities Team, Transportation, Food Services, and the Medical Team regarding all excursions
- Liaise with staff on duty about the care and support of students
- Liaise with nurse or Matron for medical matters
- Prepare a full handover report at the end of each weekend for the Head of Boarding and Deputy Head of Boarding.

General

- Knowledge of obligations in relation to National Child Protection Policy in Educational Institutes in United Arab Emirates
- Understanding of the Boarding Schools Association National Minimum Standards

	<ul style="list-style-type: none"> • Maintain an awareness of current practices in areas relevant to this position and critically assess processes and activities, identify opportunities for improvement in service, efficiency, and effectiveness, and implement as appropriate
Key Relationships	
Internal	Students, Boarding Leadership Team, Boarding Team, Security, Facilities
External	Parents, KHDA, IB, Third Party suppliers/contractors/agencies

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor's Degree or BTEC
Experience and Competencies	<ul style="list-style-type: none"> • A positive, flexible, 'can do' work ethic • Ability to form positive relationships with students and encourage them with their sports/cultural activities, their academics and their routines • Be enthusiastic, patient and empathetic when working with children and young people who come from a diverse range of cultures. • Have confident and warm communication skills. • Willing to learn and use restorative principles in all interactions with students, staff and parents. • Have good organisational and administrative skills • Be a team player who demonstrates maturity and professionalism • Have a commitment to ensuring high standards of care and support • Strong collaboration skills to foster partnerships with children and young people and parents • An ability to work with a range of people with the aim of ensuring the safety and welfare of children and young people • Commitment to ensure the safety and welfare of children and young people • Excellent standards of personal presentation. • Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity, and mutual support at the core. • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability • Inter-culturally aware with well-developed interpersonal skills.
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed Term Part Time 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>Closing date: 1 November 2022</p> <p>Due to the expected volume of applications, we will only contact those applicants that are shortlisted for interview. We reserve the right to appoint before the closing date.</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 and Barring & Prohibition checks.</p>
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I have had the pleasure of working in both the Primary setting and the Secondary setting at SISD and feel privileged to get to do the work I do for such an outstanding organization. Getting to work alongside passionate staff and to engage with such motivated students, while being surrounded by some of the best facilities on offer, I honestly feel that SISD is one of the best schools in the world to work at.

- *Mark Swaine, Grade 6 Learning Coordinator and Transition Leader & Wellness Committee Chairperson*



I have had the pleasure of experiencing first hand, the development of the French/ English bilingual stream at SISD, which has grown and developed and is now fully imbedded into the students daily lives. Students naturally speak both French and English in our classroom and it has been a joy to see students progress in multiple languages. I have worked at SISD for 5 years as an English teacher, KG2 coordinator and now Grade 1 coordinator. I have had such a positive experience working in both the Early Years and Primary schools and have enjoyed co-teaching with some incredible teachers.

- *Tamara Grannell, Grade 1 Teacher & Grade Learning Coordinator*



I think SISD has a vibrant faculty, where talented professionals collaborate to provide excellent results for our students. With outstanding facilities and infrastructure, the environment is an inspiring workplace with a warm community of staff, parents, and students alike.

- *Samantha Hodges, Deputy Head of Primary (Student Achievements)*

