



DEPUTY HEAD OF BOARDING

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DEPUTY HEAD OF BOARDING

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 100 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	Deputy Head of Boarding	Department	Boarding
Start Date	March 2023/August 2023	Location	Dubai, UAE
Reports to	Head of Boarding	Direct reports	TBC

Job Scope	<p>The role of Deputy Head of Boarding shares in the pastoral responsibility for the well-being of students and will support the Head of Boarding to ensure the smooth day to day operations of the boarding houses. They report to the Head of Boarding. The successful candidate will have experience working in a boarding school, and have obtained, or be willing to study for, a BSA qualification. They will have excellent interpersonal skills and the ability to relate to students, aged 11-18 years.</p> <p>The Deputy Head of Boarding will be an integral part of the Boarding Leadership Team and must adopt a leadership and management style that is 'hands on' and which establishes a physical presence in the boarding houses. The Deputy Head of Boarding can expect to be asked to assist students with their academic studies alongside leading activities both during the evenings and at weekends. The Deputy Head of Boarding will possess patience, empathy and understanding to provide the very best of care to our boarders.</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>

Leadership and Management

- Deputise for the Head of Boarding as, and when, required
- Attend regular leadership team meetings as part of the Boarding and Extended Whole School Leadership Team
- Leadership of the boarding pastoral team to promote high expectations of pastoral care and support for the students
- Contribute and ensure that the development and delivery of Boarding Improvement Plan is aligned to the school's vision
- Leadership and development of the pastoral system in boarding, including enrichment, houses and student leadership
- Use data and evidence effectively and appropriately to evaluate an impact on the horizontal performance of boarding students
- Line management of boarding pastoral team, and oversight of the Boarding Health and Wellbeing programme
- Effectively manage, lead and inspire the boarding pastoral team to have oversight, lead and monitor pastoral systems at tutor group level
- Stewardship of a positive environment by regular review of rewards and sanctions as well as consideration of outcomes from the professional development cycle
- Leadership of Junior Boarding Assistants, facilitating professional development
- Development of policies and procedures which lend to an efficient Boarding environment for students and staff
- Manager and deliver the Boarding cover program for staff absence in a consistent and transparent manner
- Collaboration with Admissions and the Head of Boarding to ensure an effective admissions process
- Organization of duty roster and duty expectations in collaboration with the Head of Boarding
- Organization, and implementation, of off-site permission processes and procedures in collaboration with the security team
- Coordination of relevant events promoting community cohesion and a sense of belonging for all stakeholders
- Implementation of a comprehensive weekend activity programme which lends to development of students as global citizens.

Pastoral

- Ensure school policies related to pastoral systems are followed by all boarding staff and that all boarding staff are held accountable for their implementation, the attendance policy is fully implemented, and attendance is monitored, and protocols followed
- Promote high levels of student well-being through bespoke initiatives that evolve dependent upon current trends in student care and support
- Monitor, support and track student well-being
- Communicate effectively with parents on sensitive issues
- Maintain effective partnerships with parents, and the Secondary Team, to support student achievement, well-being and growth
- Liaise with other schools and relevant organisations in matters of pastoral care
- Effectively manage student behaviour and nurture the creation of an effective climate for learning
- Develop systems to promote high levels of engagement, punctuality and attendance

- Promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting, and personal development
- Assist in arranging a variety of activities during evenings and at weekends, utilizing resources effectively.
- Liaise with Deputy Head of Secondary (Pastoral) and Secondary Wellbeing Counsellor to ensure effective communication in order to facilitate high levels of care and support

Safeguarding and Child Protection

- Exercise the role of the Boarding Safeguarding Lead by managing all aspects of safeguarding issues, concerns and investigations to ensure students and parents fully understand the school's safeguarding policy and procedures
- Undertake Refresher DSL training every 2 years as currently required
- Be thoroughly familiar with the school's policies on Safeguarding and Child Protection, and professional guidelines.
- Liaise with external visitors to the House such as delivery firms, contractors, and others whose necessary periodic access to the House must nevertheless be supervised for safeguarding reasons
- Complete risk assessments when necessary

Health and Safety

- Assist the Matron in organization of the basic Health and Hygiene induction at the start of term for all pupils and to ensure any new pupils that join the house are fully inducted
- Assist in undertaking the fire alarms checks & complete the record sheet, reporting any problems to the Facilities Team and HSE Committee
- Assist with PAT testing of all pupils personal electrical appliances in the boarding house; to remove any unsafe electrical goods in house that may pose a Health & Safety risk; to record any items removed and liaise with Head of Boarding
- Complete designated Health and Safety checks and Risk Assessment sheets in conjunction with the Head of Boarding and Head of Facilities
- Be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection; to be willing to undertake additional training as required by the school

Academic

- Assist the Head of Boarding, and Secondary team, in monitoring and supporting the academic progress of each student in their care
- Assist the Head of Boarding, and Secondary team in supporting and guiding boarders in making appropriate option choices for MYP and DP in collaboration with parents and curriculum coordinators
- Ensure that the boarding houses has appropriate academic resources (e.g. books, wall displays, IT equipment and software), to encourage and support learning
- Act as a role model for lifelong learning, showing an interest in reading, culture, current affairs, and politics
- Encourage development of boarders' general knowledge and awareness of current affairs, e.g., through running quizzes and debates

General

- Be familiar with the National Minimum Boarding Standards for Boarding Schools and ensure compliance with them.
- Ensure that the boarding houses exceed the National Minimum Standards for Boarding (NMS)

	<ul style="list-style-type: none"> • Take initiative and find solutions to recruit and retain boarders within the boarding school • Support the Head of Boarding to raise the boarding profile
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 • Qualified Teacher • Holds a BSA qualification or to be willing to study to obtain one • First Aid qualification
Experience and Competencies	<ul style="list-style-type: none"> • Experience working in a Boarding School • Experience working with children and young people from a variety of cultures and backgrounds • Experience working as part of a team • Experience working unsupervised and using own initiative • A positive, flexible, ‘can do’ work ethic • Ability to form positive relationships with students and offer a high level of pastoral care to boarders • Understanding the importance of promoting and safeguarding the welfare of children • Ability to relate effectively to students and to demonstrate empathy for children’s needs and feelings across the age range • Ability to create a positive and nurturing environment that promotes boarders' talents and interests • Ability to motivate others and build teams • Be enthusiastic, patient, and empathetic when working with children and young people who come from a diverse range of cultures • Have excellent communication and IT skills • Be able to work quickly and calmly under pressure • Be tactful, discreet and a good listener • Firm and fair approach to behaviour management • Ability to multitask and prioritise, planning own workload to fit around the needs of the students • Have a hands-on approach to all aspects of running the boarding houses • Willing to learn and use restorative principles in all interactions with students, staff and parents. • 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.

	<ul style="list-style-type: none"> • 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 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 Closing date: 31 December 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>SISD is committed to safeguarding and providing a safe and happy environment for all our students and employees and one in which our students can thrive and learn. We follow safer recruitment practices, which are allied to Keeping Children Safe in Education and the International Task Force on Child Protection. All appointments are subject to an interview and appropriate vetting procedures including identity checks, online social media checks, criminal record checks from both country of residence/home country and any other country of residence, right to work in UAE and Barring & Prohibition checks.</p>



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*

