



## **BOARDING HOUSE RESIDENTIAL ACADEMIC TUTOR (LANGUAGE & LITERATURE ENGLISH/EAL)**

**\*NQTs WELCOME**

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### \*NQT WELCOME

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 center 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.

<b>Job Title</b>	Boarding House Academic Tutor (Language & Literature English/EAL)	<b>Department</b>	Boarding
<b>Start Date</b>	Immediate start	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Boarding	<b>Direct reports</b>	n/a

<b>Job Scope</b>	The role of Boarding House Academic Tutor (Language & Literature English/EAL) is to ensure that boarding students are supported academically and assist with the pastoral care of the students who are resident in the boarding houses. The Boarding House Academic Tutor (Language & Literature English/EAL) is required to make a major contribution to the academic development of students, with a specific focus on English language development. This will involve working closely with the Head of Boarding and Boarding Team to ensure that the students settle into boarding life and ensuring there are enrichment opportunities.
<b>Main Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></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> <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>• Support all boarding students completing home learning tasks during allocated study times.</li> <li>• Prepare, and implement, MYP and DP Language and Literature English, and EAL, support sessions for boarding students, providing focused mathematics support to boarding students in exam grade levels.</li> <li>• Lead an assigned group of boarding students, to support with academic progression across all subjects in MYP, DP or CP.</li> <li>• Provide enrichment opportunities for boarding students identified as MAG&amp;T, particularly for English and literacy skills.</li> </ul>

- Support boarding students in fulfilling criterion for formative and summative assessments.
- Establish, and maintain effective learning environments in the boarding houses.
- Ensure the boarding learning environment, materials and equipment are safe, clean, attractive, challenging, anti-bias, and developmentally appropriate.
- Maintain constant awareness of the needs of any students to whom English is an additional language.
- Liaise with the Language & Literature (English), and EAL, departments to support in curriculum organisation to meet the physical, social, intellectual, and emotional needs of each boarding student, and to provide the boarding students with a safe, stimulating and engaging learning experience.
- Support boarding students to build critical and creative thinking skills through inquiry, observation and experimentation.

#### **Pastoral Care**

- Monitor boarding student concerns
- Enforce the Boarding House Code of Conduct, and follow disciplinary actions when appropriate.
- Organize, and attend, social events for students that enhance boarding life.
- Support student voice, and student agency initiatives.
- Assist with facilitating CAS and Service Learning opportunities for students.
- Be available to the Head of Boarding, Deputy Head of Boarding and House Parents for updates, briefings, discussions regarding pupils and to attend House/Academic meetings as required.
- Undertake regular supervisory duties, as per roster drawn up by Head of Boarding.

#### **Parents, Pupils and Guardians**

- Liaise with parents in conjunction with the Head of Boarding, Deputy Head of Boarding, Tutors and Matron, with regards to boarding student's academic progress, recording the content of calls as appropriate.
- Assist in the care, supervision, cleanliness and presentation of pupils in the house, co-ordinating and liaising with other boarding staff as necessary.
- To assist the Head of Boarding to organise the new parent, and new student, induction programme.
- Provide a trusting, and critical friend, presence in the house, and to be sensitive to those who are having difficulties coping with school life and to liaise closely with other relevant staff concerning the progress and welfare of pupils.
- Liaise with House Parents regarding pupil absence. Ensure relevant information concerning appointments, which involve pupil absence, is relayed to the School Office by 09:00.
- Ensure that pupils attend meals and encourage them to adopt a healthy lifestyle.
- Show prospective pupils and parents around the boarding house as required.

#### **Administrative**

- Prepare written reports for each boarding student in assigned tutor group, including parent teacher conference reports, and references for tertiary education when applicable.
- Maintain records and documentation of each boarding student's learning and progress.

- Conduct effective parent conferences, including preparing detailed overviews of student's development and providing relevant examples of student's learning activities.
- Engage with academic tutors, and secondary teachers, through collaboration and discussion of individual students' needs.
- Assist with planning documentation for boarding trips, such as trip forms, risk assessments, etc, are completed and recorded.
- Assist with communication to parents on documentation required.
- Assist with resource requests and keeping of records.
- Ensure student off site requests are recorded, and actioned, through ORAH.

#### **Domestic**

- To be aware of the uniform and clothing requirements of pupils. To assist Matron with ensuring laundry and uniform requirements of students are met.
- Conduct regular room sweeps to ensure cleanliness, and tidiness, of student's rooms.
- Assist with the updating of noticeboards and displays in boarding houses.
- Assist in maintaining the security of the Boarding House.
- Assist with airport pick ups, and drop offs.

#### **Medical**

- To liaise with the School Clinic and Doctor about pupils who are unwell or in need of medical attention.
- To respond to medical emergencies as required.
- To administer any medication in accordance with school protocol.
- To hold and regularly update a First Aid qualification as prescribed by the School.

#### **Safeguarding and Child Protection**

- Academic Tutor must be thoroughly familiar with the School's policies on Child Protection, safeguarding and professional guidelines.
- Liaise with external visitors to the House such as delivery firms, contractors, meter readers and others whose necessary periodic access to the House must nevertheless be supervised for safeguarding reasons.

#### **General**

- To be familiar with the National Minimum Boarding Standards for Boarding Schools and ensure compliance with them.
- Undergo annual appraisal in line with the current system.
- To attend house boarding staff meetings as required by the Head of Boarding
- To attend weekly academic meetings.
- To 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.
- To carry out other related duties as may be reasonably required from time to time by the Principal and Head of Boarding, subject only to the provision that such duties shall fall within the general aim of the post.

#### **Health and Safety**

- To undertake 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.

	<ul style="list-style-type: none"> <li>Complete designated Health and Safety checks and Risk Assessment sheets in conjunction with the Head of Boarding and Head of Facilities.</li> </ul>
<b>Key Relationships</b>	
<b>Internal</b>	Students, Boarding Leadership Team, Boarding Team, Security, Facilities
<b>External</b>	Parents, KHDA, IB, Third Party suppliers/contractors/agencies

<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>Professional teaching qualification</li> <li>Bachelor's Degree in English</li> </ul>
<b>Experience and Competencies</b>	<ul style="list-style-type: none"> <li>A positive, flexible, 'can do' work ethic</li> <li>Ability to form positive relationships with students and encourage them with their sports/cultural activities, their academics, and their routines</li> <li>Be enthusiastic, patient, and empathetic when working with children and young people who come from a diverse range of cultures.</li> <li>Have confident and warm communication skills.</li> <li>Be practical and keep a cool head in an emergency</li> <li>Be tactful, discreet and a good listener</li> <li>Be firm but fair</li> <li>Ability to multitask and prioritise, planning own workload to fit around the needs of the students</li> <li>Have a hands-on approach to all aspects of running the boarding houses</li> <li>Willing to learn and use restorative principles in all interactions with students, staff and parents.</li> <li>Be a team player who demonstrates maturity and professionalism</li> <li>Have a commitment to ensuring high standards of care and support</li> <li>Strong collaboration skills to foster partnerships with children and young people and parents</li> <li>An ability to work with a range of people with the aim of ensuring the safety and welfare of children and young people</li> <li>Commitment to ensure the safety and welfare of children and young people</li> <li>Excellent standards of personal presentation.</li> <li>Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity, and mutual support at the core.</li> <li>An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability</li> <li>Inter-culturally aware with well-developed interpersonal skills.</li> </ul>
<b>Salary &amp; Benefits</b>	Competitive remuneration and benefits
<b>Contract</b>	Fixed Term Contract

<b>Application</b>	<p><b>Candidates are requested to submit the following documents:</b></p> <ul style="list-style-type: none"><li>• Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position</li><li>• Current CV not to exceed two pages</li><li>• 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</li></ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></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 and Barring &amp; 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)*

