



BOARDING HOUSE MATRON

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BOARDING HOUSE MATRON

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	Boarding House Matron	Department	Boarding
Start Date	August 2024	Location	Dubai, UAE
Reports to	Head of Boarding	Direct reports	

Job Scope	<p>The role of Boarding House Matron is principally to ensure the smooth day to day operations of the boarding houses and assist with the pastoral care of the students who are resident in the boarding houses. The Boarding House Matron is required to make a major contribution to the caring, family atmosphere of the boarding school. This will involve working closely with the Head of Boarding and Boarding Team to ensure that the students settle into boarding life.</p> <p>This can be either a live in or live out position.</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> <p>Parents, Pupils and Guardians</p> <ul style="list-style-type: none"> • To be responsible for the care, supervision, cleanliness, and presentation of pupils in the house, coordinating and liaising with other boarding staff as necessary. • To liaise with parents and/or guardians of students in the house about matters concerning domestic, welfare and medical issues, in consultation with the Head of Boarding.

- To contribute to the induction arrangements for new pupils joining the house and to ensure that any 'settling in' problems are discussed with the Head of Boarding and Tutors.
- To provide a sympathetic 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.
- To liaise with House Tutors regarding pupil absence. Ensure relevant information concerning appointments, which involve pupil absence, is relayed to the school office by 09:00.
- To ensure that pupils attend meals and encourage them to adopt a healthy lifestyle.
- To show prospective pupils and parents around the boarding house as required.

Pastoral Care

- To be available to the Head of Boarding, Deputy Head of Boarding and Tutors for updates, briefings, discussions regarding pupils and to attend House/Matrons' meetings as required.
- To liaise with parents regarding the welfare of pupils in conjunction with the Head of Boarding, Deputy Head of Boarding and Tutors, recording the content of calls as appropriate.
- To report any concerns about the conduct or behaviour of a pupil to the appropriate person.

Domestic

- To be aware of the uniform and clothing requirements of pupils. To organise house laundry, oversee the repair, alterations and dry cleaning of clothing and bedding.
- At the end of term, to supervise the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures, and fittings, preparing a list of repairs and maintenance and to advise the Head of Boarding about the replacement or renewal of bedding, fixtures, and furnishings.
- To liaise with the Domestic Operations Manager about the instruction and induction of domestic staff allocated to work in the house.
- To ensure the safe storage of domestic materials in line with Control of Substances Hazardous to Health requirements.
- To undertake the running of the house pantries, including replenishing stock.
- To assist with the updating of noticeboards and displays in boarding houses.
- To assist in maintaining the security of the Boarding House.

Medical

- To liaise with the School Clinic and Doctor about pupils who are unwell or in need of medical attention, including dental care or physiotherapy.
- To respond to medical emergencies as well as routine appointments, escorting pupils as needed. This may also include dental appointments at the parents' request.
- To check Medical Database on arrival in House.
- To ensure that appropriate pupil medication administration records are kept up to date and that they are stored securely; to ensure the Boarding House

medical cabinet and first aid kits are kept stocked as appropriate and to liaise with school medical staff to share any health or medical concerns.

- To administer any medication in accordance with school protocol.
- To hold and regularly update a First Aid qualification as prescribed by the school.
- To care for sick pupils in the boarding house during the working day if they are sent by the School Clinic or Doctor to rest in the house.

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.
- To undertake the fire alarms checks & complete the record sheet, reporting any problems to the Facilities Team and HSE Committee.
- To assist with PAT testing of all student's 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.
- To complete designated Health and Safety checks and Risk Assessment sheets in conjunction with the Head of Boarding and Head of Facilities.

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Safeguarding and Child Protection

- To be thoroughly familiar with the school's policies on Safeguarding and Child Protection, and professional guidelines.
- To 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.
- To 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 Matrons' meetings.

	<ul style="list-style-type: none"> 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, Head of Boarding and School Doctor, subject only to the provision that such duties shall fall within the general aim of the post.
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"> College or University educated First Aid qualification
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. Be practical and keep a cool head in an emergency Be tactful, discreet and a good listener Be firm but fair 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. 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

<p>Application</p>	<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 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)*

