

# Head of Residence

(Teachers and non-teachers welcome to apply)

International School Brunei



## Background

International School Brunei was established in 1964, as a non-profit organisation with a Board of Directors to oversee the development of the school - a status that exists to this day.

In 2015 the school moved to a brand new 22 acre site on the outskirts of Bandar Seri Begawan, the capital of Brunei Darussalam. At the same time, 'The Residence' a state of the art Boarding House, was opened to cater for students aged 11 - 18. ISB also has a Primary School in Kuala Belait, Brunei. Our KB site is small and growing. Current plans are to move the school to a new site in 2019 to enable further growth and to meet the needs of the school's community.

The school offers Early Years Foundation Stage Curriculum education from Pre-Kindy (2yrs) and an internationally adapted National Curriculum of England and Wales from Year 1 (4yrs old) to Year 9 (13yrs) followed by IGCSEs (15-16yrs) and the IB Diploma programme in the Pre-University section (16 - 18yrs).

The school is non-selective, and currently has over 1200 students from over 42 different nationalities. Academic results are outstanding, with IGCSE and IB Diploma

results consistently above the world average. Students leave ISB to attend top universities all over the world.

## The Position

On International Residence Boarding House opened in March 2016, eight months after the opening of our new school site, and can house up to 190 students. Prior to this, boarding students were housed in two converted houses, with a maximum of 16 beds. Our rapid expansion has ensured that we now have over 45 student boarders from Years 7-13 (ages 11-19).

The majority of our boarding students are from Brunei, with most of them based in Seria or Kuala Belait, both of which are oil towns around 90 minutes from school. As such, these students board from Sunday to Friday, and return home for weekends. A smaller number are full time boarders, including students who are on Government Scholarships at ISB.

The Head of Boarding / Residence Manager will live in the Boarding House, and will be responsible for all aspects of students' welfare, development and academic support. He or she will report directly to the Head of Secondary and the Executive Principal.

We are looking for an experienced candidate who can lead a rapid expansion of Boarding at ISB.

## The Application Process

Interested candidates are asked to submit the following documents:

- On line application form and covering letter including a passport sized photograph.
- The names and contact details (including a telephone number) for three professional referees, one of whom must be your current Headteacher/Principal.

Longlisted applicants will be contacted within two weeks of the stated closing date with Skype interviews scheduled as soon as possible thereafter. If you have not heard from us by this time, you should assume that your application has been unsuccessful on this occasion.

Successful candidates are offered an initial two year contract, with the option to renew based on performance.

Your application should be emailed to the HR Manager at [recruitment@ac.isb.edu.bn](mailto:recruitment@ac.isb.edu.bn)  
**Closing date: 20th December 2018**