



## Boarding Parent Job Description

---

### **NEXUS INTERNATIONAL SCHOOL MALAYSIA**

NISM is a privately owned international school in Putrajaya, Malaysia. Nexus is part of the well-established Taylor's education group, which owns a number of schools in Malaysia and Singapore as well as Higher Education institutions. The student body consists of expats from a large number of countries, members of government departments such as the Ministry of Foreign Affairs, and private fee paying Malaysians; the school roll is currently in the region of 700 learners. NISM follows an International curriculum, which includes IEYC, IPC, IGCSE and IB Diploma. Our Boarding House caters for over 70 learners and adds adding to the diversity of our student population. The school has an inclusive philosophy and has a strong focus on the personalisation of learning. Technology is fully integrated at all levels in the school; younger children use iPads and secondary learners each have a Macbook. Nexus is an Apple Distinguished School and is also accredited by CIS.

### **OUR PURPOSE**

To educate the youth of the world to take their productive place as leaders in the global community.

### **OUR MISSION**

To be acclaimed by the worldwide international education community as a provider of the highest quality international education which is specifically matched to the needs of our expatriate and local students.

### **OUR VISION**

Nexus International School will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

### **OUR CORE VALUES**

RESPECTING and caring for each other  
being dedicated to a culture of EXCELLENCE  
openness in COMMUNICATION  
acting with INTEGRITY  
being PASSIONATE in what we do  
creating ENJOYABLE environments

### **At Nexus International School, we promise to:**

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

## **KEY OBJECTIVES OF THE POSITION**

A boarding parent is responsible for the supervision, support and guidance of the boarders. He/she will contribute to the personal, social, emotional, academic, physical development and general well being of boarders.

### **Duties and Responsibilities**

#### **Supervision**

To effectively supervise and work with boarders after school and/or at weekends depending on the published duty rota (including on-call duty overnight on duty days)

To contribute to the boarder activity programme and lead activities as appropriate

#### **Academic support**

To encourage and maintain a positive environment for learning.

To monitor and reports on the academic progress of specific boarders.

To assist boarders with their academic studies.

To attend PTLCs with boarders as required.

#### **Wellbeing**

To monitor and encourage the personal and social development of individual boarders.

To encourage a positive individual approach to healthy habits and social values.

To encourage and develops responsibility and leadership.

To provide safe and appropriate first aid.

To dispense medication as directed by a medical practitioner.

#### **Communication and Liaison**

To communicate with the academic and pastoral teams regarding any boarder concerns

To communicate effectively with parents

#### **General**

To model appropriate behaviour and values

To display a positive approach to the boarding ethos

To work effectively as part of a team

To effectively attend to administrative tasks such as record-keeping

To display respect and tolerance for the diverse boarding community

To adhere to all rules and policies in the boarding house

To ensure high standards of behaviour from boarders at all times

## **PERSONAL SPECIFICATION**

### **Qualifications, training and experience**

#### **Required:**

- Ability to lead and supervise the care of young people in a residential setting contributing to their social, emotional, educational and physical development.
- Commitment to working cooperatively with parents in the care and well-being of the boarders.
- Excellent communication, interpersonal, conflict resolution and negotiation skills.

- Ability to work effectively in a team
- Ability to problem solve, use initiative and be flexible
- Full Driver's License (essential).
- A first aid qualification or the willingness to undergo relevant training
- An understanding of the responsibilities of staff with regards to the safeguarding of learners and up to date relevant training

**Desirable**

- Previous experience in a residential setting

Please note that a minimum of three years relevant work experience is required to secure an employment pass for overseas nationals. This need not necessarily be in the field of teaching. NQTs can be considered for the post provided they have work experience elsewhere.