



Concord College International School Malaysia

Boarding Parent

Full-time, from August 2024

Job description and person specification

Welcome from the Founding Executive Principal

"It is my honour to welcome you to Concord College International School, Malaysia.

Our children have just one chance to be young and one chance to prepare for adulthood. This time is precious. It is my aim to ensure that our wonderful new school maximises opportunities and prepares children for tomorrow. Of course, this is what all schools aim to do. However, this is not always achieved. Here at CCIS we will educate children using the highly successful Concord ethos of Rigour, Kindness and Creativity. This ethos fuses the best of western and eastern global education traditions while recognising that we all thrive when we are treated with respect and with kindness.

It is my aim that CCIS will not just be a good school, but will become one of the top schools in Malaysia and in the region. This will be achieved by children, educators and parents working together to deliver the central Concord ethos, while recognising that each child is unique and is constantly changing and developing. My experience as an educator has taught me that the quest for high standards and good discipline is the bedrock of educational success. When this is linked with the fostering of curiosity and creative problem solving, measurable success is achieved. If we then act with decency and in a spirit of harmony, our families, communities and societies benefit.

As a potential member of staff, thank you very much for your interest in Concord College International School: it is a real pleasure to be able to tell you more about this very special place. Concordians are encouraged to love to learn and to be ambitious for their futures. At Concord Malaysia our pupils will pursue their dreams in a safe, calm and supportive environment where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work will be rewarded with outstanding outcomes.

Our pupils will live and learn in a diverse, vibrant school community supported by outstanding academic and pastoral staff. They will have extensive opportunities through our co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians can become confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy.

It is hoped that highly talented body of staff will work hard to help students flourish. Our aim is that staff will thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Neil Hawkins
Founding Executive Principal

About Concord College International School Malaysia

Concord College International School Malaysia will open in September 2024. It is a new British International and boarding school for students aged 5 to 18 following in the successful footsteps of our sister school, Concord College, UK.

We will be offering a broad and balanced education based on the UK National Curriculum for Primary, Secondary and Sixth Form (A-level). Concord College International school will have a purpose-built campus which offers excellent teaching and age-appropriate facilities to ensure every student has a pathway to success.

The school will provide a safe, vibrant and friendly environment in which students can flourish and fulfil their potential. Students will be expected to display mutual respect and to promote harmony, decency and trust.

We aim to uphold and preserve the structure, ethos and academic rigour of Concord College UK - offering an international education and work to achieving academic excellence through the core values of Rigour, Kindness and Creativity.

Concord Ethos

Concord College International School will be dedicated to the delivery of a clear core Ethos:

Rigour

Kindness

Creativity

Rigour

Rigour is an attitude of mind that will be shared by all members of the school community. We will expect high standards in all aspects of school life. This will not only be in attitudes to learning, but also in discipline and in the manner in which we interact with each other. Linked with a growth mindset, a rigorous attitude is the best way to ensure that a young person flourishes and fulfils their potential.

Kindness

Concord College International School will be a warm, calm and friendly community in which values of trust and decency are shared between staff and students in an atmosphere of mutual respect and kindness. Children will also be given the skills to understand their world and the confidence to face future challenges.

Creativity

Education is more than just grades. Grades are certainly the 'passport' that students need to move on to the next stage of their lives. However, the real art of education is to develop the confidence and self-worth of the young person'. Instilling creative problem solving, moral values and the soft skills of empathy, communication, team-working and time management are the real gift that we can give to the young.

The school will provide a safe, vibrant and friendly environment in which children can flourish and fulfil their potential. Students will be expected to display mutual respect and to promote harmony, decency and trust.

The role

Title:	Boarding Parent
Department:	Boarding
Reports to:	Head of Boarding

Job specification:

The Boarding Parent will act “in loco parentis” in the Residence and provide a high level of empathetic care within a disciplinary framework. The successful candidate will show an interest in the lives of the students in the Residence and offer them support and encouragement. The post holder will also have responsibility for transporting students to medical appointments, as necessary, as well as organising a varied programme of on-site and off-site activities and trips, and providing support and assistance to teachers and students. The pastoral care of students will involve a wide variety of duties. The post is residential and Boarding Parents are expected to be in residence overnight when students are on site.

The Deputy Head has responsibility for all matters relating to boarding and welfare, but the Boarding Parent will be line managed by the Head of Boarding.

Main duties and responsibilities include:

- being available within the boarding residence to respond to the needs of the students, talking to and listening to them, engaging with students in a friendly but professional manner, ensuring appropriate boundaries are maintained
- undertaking wake-up duties of students 4 days each week
- conducting 4 nights of room check each week
- monitoring students as they enter/leave the boarding residence
- checking that students sign in/out of the boarding residence for the purposes of accountability and fire safety
- prep duty: monitoring students in the Study Centre 18:30 to 20:15, and at other times as required
- test duty: assisting with the invigilation of Saturday morning tests as required
- attending meetings as required, as part of the resident/pastoral team
- undertaking administration and accurate record keeping: filing and paperwork, including exeats, medical forms, ensuring posters and displays of information are up to date within the residence
- assisting with the organisation of in-house social events
- facilitating the running of clubs/activities as required
- assisting in the organisation of varied off-site excursions and on-site activities for students especially at weekends
- attending to students who are unwell
- liaising with the Medical Care team over the administration of medicines in line with school policy
- transporting students to and from medical/dental appointments, as necessary
- good and timely communication with the resident/pastoral team, the senior leadership team, teachers and nurses to ensure the best possible pastoral care of students
- reporting any welfare/safeguarding concerns or child protection issues in line with school procedures;

- undertaking annual fire training and conducting termly fire drills together with completing monthly fire precaution checks
- liaising with the maintenance team over any repairs or remedial work needed within the boarding residence
- assisting with any emergency situation that may arise in order to ensure the safety of students and staff
- accident/incident reporting, ensuring the relevant forms are completed and passed on as appropriate
- attending training courses, as required
- complying with policies and procedures – especially those contained within the Boarding Parent Handbook – but also including those relating to safeguarding and child protection, health and safety, welfare, smoking in the workplace, security, confidentiality and data protection, and reporting any concerns
- keeping up to date with and attending school events in order to support students within the boarding residence
- completing a professional review annually
- completing any other reasonable duties as required by the Head of Boarding or Deputy Head

Person Specification

Skills and experience required:

The successful applicant should have the following:

- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential
- good communication skills
- a genuine interest in, as well as a proven ability to relate to and care for young people
- excellent interpersonal skills
- administration skills: word and data processing
- current First Aid certificate (or willingness to gain)
- full, clean driving license

Personal attributes:

- empathic
- energetic and enthusiastic
- team-player
- tolerant
- calm
- flexible
- willingness to work anti-social hours
- generosity of spirit

Hours of work:

Due to the nature of the work, the hours will fluctuate week to week as workload and responsibility demand, and as per the timetable of duties supplied, but they are not expected to exceed 45 hours in total. The postholder will work all weeks during term time, when students are in residence, plus the induction period in August prior to the start of term. In addition to the hours of work, there will be some time on-call (no more than one day per week) where the postholder would be expected to

remain within the Sunsuria City area and be available to help at short notice in case of staff shortages or student emergencies. In addition, the postholder would be expected to reside in the residence on each night when students are in residence to be able to help with overnight student issues if needed. At least one rest day per week will be allocated. Staff are also expected to actively support school events as far as possible and contribute to the broader life of the school.

Induction of new staff:

There is a thorough induction programme for new staff. The main induction takes place just prior to the start of the new academic year in August.

Remuneration and benefits:

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Prior to contract, this post is subject to:

- Verification of qualifications
- Background checks
- 2 confidential references
- Formal proof of identity (passport or driver's license)

Safeguarding:

All members of staff at Concord International School are required to comply with the school's Safeguarding Policy.

Application Information

Applications will be considered on receipt and we reserve the right to close this advertisement earlier than the date stated in the job advertisement should we appoint a suitable candidate.

Application forms are available on TES job advertisement or from our HR Department:

recruitment@concordcollege.edu.my.

Please note CVs will only be accepted if submitted with a fully completed and detailed Concord College International School application form.