



## RESIDENTIAL BOARDING ASSISTANT

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## RESIDENTIAL BOARDING ASSISTANT

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.



|                   |                                |                       |            |
|-------------------|--------------------------------|-----------------------|------------|
| <b>Job Title</b>  | Residential Boarding Assistant | <b>Department</b>     | Boarding   |
| <b>Start Date</b> | 1 <sup>st</sup> August 2024    | <b>Location</b>       | Dubai, UAE |
| <b>Reports to</b> | Housemaster/Housemistress      | <b>Direct reports</b> | n/a        |

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| <b>Job Scope</b>                        | The role of Residential Boarding Assistant is to assist with 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. They are responsible for fostering a supportive and nurturing environment conducive to academic achievement and personal growth. This will involve working closely with the Housemaster/Housemistress to ensure that the students settle into boarding life.  |
| <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, upon mutual agreement, to reflect or anticipate changes in the role:</p> <p><b>Pastoral Care</b></p> <ul style="list-style-type: none"> <li>• Provide guidance, support, and mentorship to students, promoting positive behaviour and conflict resolution skills.</li> <li>• Oversee daily routines, including meal times, enrichment time and roll calls.</li> <li>• Report any concerns about the conduct or behaviour of a student to the appropriate person.</li> <li>• Implement wellness initiatives that promote physical health, mindfulness, and self-care practices, such as fitness classes, yoga sessions and relaxation workshops.</li> <li>• Assist in planning and facilitating life skills workshops and activities to promote students' personal growth and development.</li> </ul> |



**Domestic**

- Ensure adherence to uniform policies and standards by providing clear guidance and support to students, including proper attire and grooming standards.
- Assist with overseeing laundry facilities, including washing, drying, folding and organising students' clothing and linens.
- Assist with snack preparation and meal service, including setting tables, serving food and cleaning up afterwards.
- Collaborate with canteen staff to ensure dietary restrictions and preferences are accommodated.
- Organise social activities and events for students to participate in to foster a sense of community.
- Clearing up and cleaning of the house at the end of term; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance and to advise the Housemaster/Housemistress about the replacement or renewal of bedding, fixtures and furnishings.
- Liaise with the housekeeping staff allocated to work in the house.
- Ensure the safe storage of domestic materials in line with Control of Substances Hazardous to Health requirements.
- Assist in maintaining the security of the Boarding House.

**Operational**

- Facilitate transportation arrangements for incoming and outgoing students, ensuring safe and sufficient airport transfers in coordination with relevant staff members and transportation providers.
- Provide support and accompany students to medical appointments and medical visits, offering reassurance, and assistance as needed during their healthcare experiences.
- Conduct regular inventory checks of stock levels, and coordinate replenishment orders to ensure adequate supplies for student snacks.
- Inspect pantry stock for expiration dates, proper storage conditions, and overall food quality to uphold food safety standards and prevent the consumption of expired or compromised items.
- Perform routine inspections of student rooms to ensure cleanliness, safety, and adherence to school regulations, addressing any issues promptly and documenting findings to maintain a conducive living environment for all residents.
- Conduct regular inspections of boarding facilities to identify any maintenance issues or safety concerns to report to relevant persons.
- Enhance the boarding house environment by creatively curating and updating displays to reflect the community's identity, values, and interests.

**Health and Safety**

- Supervise students during designated hours, ensuring adherence to the Positive Behaviour Policy.
- Provide 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.
- Complete fire alarms checks & complete the record sheet, reporting any problems to the Facilities Team and HSE Committee.
- Assist with PAT testing of all pupils 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 Housemistress/Housemaster.

- Complete designated Health and Safety checks and Risk Assessment sheets in conjunction with the Housemistress/Housemaster.

#### **Medical**

- Administer prescribed medications to students according to school policies and procedures.
- Maintain accurate records of medication administration, including dosage and time.
- Administer OTC (Over the Counter) as required to students, according to school policies and procedures.
- Ensure medications are stored securely and properly labelled.
- Monitor students for any adverse reactions to medication and report any issues to appropriate school staff.
- Liaise with the School Clinic and Doctor about pupils who are unwell or in need of medical attention, including dental care or physiotherapy.
- Respond to medical emergencies as well as routine appointments, escorting pupils as needed. This may also include dental appointments at the parents' request.
- Hold and regularly update a First Aid qualification as prescribed by the School.
- Care for sick pupils, including regular routine checks, in the boarding house if they are sent by the School Clinic or Doctor to rest in the house.

#### **Students**

- To be responsible for the care, supervision, cleanliness and presentation of pupils in the house, co-ordinating and liaising with other boarding staff as necessary.
- To liaise with boarding team members about matters concerning domestic, welfare and medical issues, in consultation with the Housemistress/Housemaster.
- To contribute to the induction arrangements for new pupils joining the house and to ensure that any 'settling in' problems are discussed with the Housemistress/Housemaster.
- 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.
- Ensure that pupils attend meals and encourage them to adopt a healthy lifestyle.

#### **Administrative**

- Maintain accurate records of student attendance, incidents, and other relevant information.
- Communicate effectively with school administration and relevant staff members regarding student progress and concerns.
- Keep accurate records of maintenance checks, repairs, and any follow up actions.

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|                          | <p><b>Safeguarding and Child Protection</b></p> <ul style="list-style-type: none"> <li>• Be thoroughly familiar with the School's policies on Child Protection, safeguarding and professional guidelines.</li> <li>• 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.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Be familiar with the National Minimum Boarding Standards for Boarding Schools and ensure compliance with them.</li> <li>• Undergo annual appraisal in line with the current system.</li> <li>• Attend house boarding staff meetings as required by the Boarding Leadership Team.</li> <li>• Attend weekly Boarding Assistants meetings.</li> <li>• 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.</li> <li>• Be available to the Head of Boarding, Deputy Head of Boarding and Housemaster/Housemistress for updates, briefings, discussions regarding students and to attend meetings as required.</li> <li>• Carry out other related duties as may be reasonably required from time to time by the Principal, Head of Boarding, Deputy Head of Boarding and School Doctor, subject only to the provision that such duties shall fall within the general aim of the post.</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   |

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| <b>Position Requirements</b>       |   |
| <b>Education</b>                   | <ul style="list-style-type: none"> <li>• Educated to College or Degree level</li> <li>• First Aid qualification, but not necessary</li> </ul>   |
| <b>Experience and Competencies</b> | <ul style="list-style-type: none"> <li>• A positive, flexible, 'can do' work ethic</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>• Ability to multitask and prioritise, planning own workload to fit around the needs of the students</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>• 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> </ul> |

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|                              | <ul style="list-style-type: none"> <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>Working Hours</b>         | <ul style="list-style-type: none"> <li>• The position of Residential Boarding Assistant requires flexibility in working hours to accommodate the needs of boarding students and the residential facility.</li> <li>• Regular shifts typically include breakfast, evening and weekend hours, on a roster basis.</li> <li>• Specific work hours will be determined by the Boarding Leadership Team</li> <li>• Participation in team meetings, training sessions and special events outside of working hours as necessary.</li> </ul>   |
| <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>Closing date: 30<sup>th</sup> May 2024</p> <p>Due to the expected volume of applications, we will only contact those applicants that are shortlisted for interview. We reserve the right to appoint before the closing date.</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> |



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

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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)

