



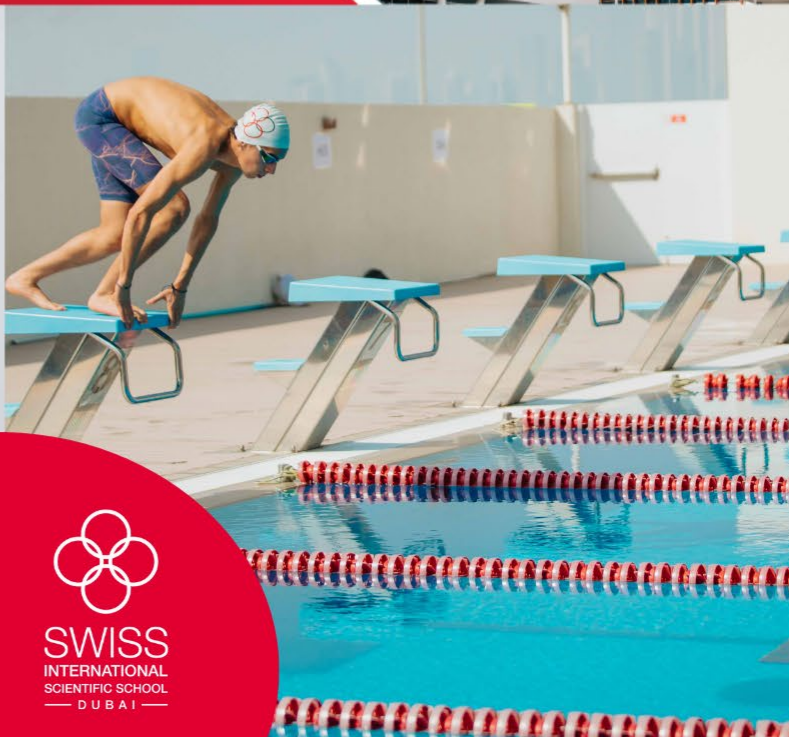
HEAD OF BOARDING

AUGUST 2024

SPEARS



SISD now ranked as one of the top 100 private schools in the world.

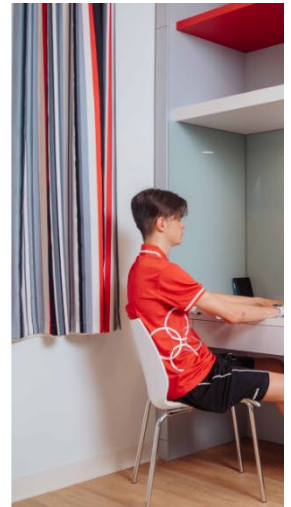


HEAD OF BOARDING

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. Part of the Nord Anglia Group of schools, SISD was founded in 2015, and our school currently welcomes more than 2200 students from more than 100 different nationalities on its world-class campus, in the center of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalized learning and the development of 21st century skills. 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 personalized 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. We have luxury, purpose-built boarding houses on campus, for boys and girls from the age of 11 years. Accommodation is also available on site for key boarding staff.

Job Title	Head of Boarding	Department	Boarding
Start Date	1 August 2024	Location	Dubai, UAE
Reports to	Head of School	Direct reports	



<p>Job Scope</p>	<p>The Head of Boarding will further develop and grow a Boarding House ethos that is consistent with SISD's values. He/she will support excellence in all areas relating to academic and pastoral care for boarding students. He/she will take a personal interest in all boarding students individually, with particular reference to their aptitudes, background, prospects and intended career, particular virtues, any special problems and, in the light of this information, direct and advise them so that they can make the best use of the opportunities available to them within and beyond SISD.</p>
<p>Main Duties and Responsibilities</p>	<p>Main Duties and Responsibilities</p> <p>This is not an exhaustive list and all duties/responsibilities:</p> <p>Students</p> <ul style="list-style-type: none"> • To provide a welcoming, educational and safe boarding environment for boarding students into SISD. • To ensure appropriate staff supervision <i>in loco parentis</i> for all boarding students at all times and to provide emergency contact for parents, guardians or students. • To follow best practice regarding Child Protection and Safeguarding, in line with SISD's policy and procedures and The Safeguarding Alliance



- To assist the teachers and academic tutors with regard to the academic progress of students (include target-setting, following up areas of concern, celebrating achievements and progress)
- To work closely with the Secondary teams, pastoral and academic, to ensure that academic progress and wellbeing development is in line with expectations.
- To ensure that the medical and dietary needs of students are met
- To ensure that boarders meet school uniform requirements/standards
- To provide leadership opportunities within the Boarding House and provide suitable training and support
- To establish and develop a program of regular House meetings
- To be responsible for the development of a full evening and weekend programme of outings and activities
- To enrich all aspects of students' experiences and opportunities, with additional sports activities, after-school clubs, the opportunity to try new skills and a life skills programme.
- To support and encourage pupils on school and public occasions such as concerts, performances, sporting activities etc.
- To encourage respect of and for SISD's property and that of others
- To investigate fully any evidence of student misdemeanor or indiscipline, to discuss and record sanctions imposed with regard to school rules and disciplinary procedures (in conjunction with teachers and academic leadership teams), and to monitor formal complaints

Parents

- To liaise closely and regularly with parents/guardians about pastoral and academic issues and to participate in their child's progress and well-being (including the provision of written reports, as required)
- To create a culture of student- centered and customer service, supporting families, while their children are in boarding at SISD.

Management of Boarding and Boarding House Staff

- To be responsible for effective organization of the Boarding House, including delegation of specific areas of responsibility or duties to the relevant pastoral staff
- To lead and work closely with the Deputy Head of Boarding and the Matron teams to ensure a well-organized, and smooth boarding house operation.
- To maintain the fabric of the House in cooperation with the Facilities team
- To line manage Boarding House staff
- To coordinate with the Facilities and Health Care teams in ensuring full compliance with all aspects of health and safety within the Boarding House environment (to include First Aid provision and Fire Safety)
- To commit to UK National Minimum Standards for Boarding
- Boarding House accounts and budgets are managed effectively and efficiently in collaboration with the Finance team and Boarding Administrator
- To keep staff and student Boarding handbooks up to date
- To work closely with the Admissions team to ensure we attract the best students to the school, and to be involved in the recruitment process of boarding students.
- To meet prospective parents online and face to face
- To support prospective and new parents with the induction of their child into the boarding house and boarding life.

	<p>Supervision of Matron and Boarding House Staff</p> <ul style="list-style-type: none"> • Overseeing and managing the Matron and meeting with her regularly to discuss boarding matters and ensure collaboration, consistency, and cohesion between the boarding houses, particularly in relation to boarding procedures and practice, regulations and welfare issues • Training and developing all boarding staff to make the most effective use of their skills, expertise, and experience and to ensure that all boarding staff have a clear understanding of their roles, duties and responsibilities • Establishing, publicising, and maintaining a routine for the boarding houses • Chairing regular boarding team meetings to ensure a cooperative team approach • Encouraging and promoting good morale amongst staff in the boarding houses • Actively contributing to the future development of boarding in collaboration with the school leadership team from the development of a bespoke enrichment curriculum to leadership opportunities within school and beyond <p>Other responsibilities</p> <ul style="list-style-type: none"> • To undertake any reasonable request made by the Head of School and/or any member of the Senior Management Team • Expect to attend August staff training, ensuring that boarding houses are ready and prepared for student arrival • Be available to work one week prior to student return during the winter and spring breaks. • To remain available to work in boarding until the last student has departed the house at mandatory holiday breaks. • Be available to support and oversee student arrivals and departures during all mandatory breaks. • Ensure that boarding houses are left in a tidy and organized state before departure for holidays. • To promote the Boarding House to prospective parents and pupils, as required • Always promote and adhere to the rules of the UAE, ensuring that all boarding staff and students also understand the legal and cultural requirements and expectations of the UAE.
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Key Relationships	
Internal	Students, Teachers, Academic Tutors, Principal, Deputy Head of School (Teaching & Learning), Head of Secondary School, Senior Management and Leadership Teams, Marketing & Admissions Team, Boarding House Staff, Healthcare Team
External	Parents, KHDA, IB, BSA, Nord Anglia Education

Position Requirements	
Education	<ul style="list-style-type: none"> • Degree level or equivalent • Postgraduate qualification/BSA certificate or Diploma qualification (desirable) • Qualification in leadership and management and/or boarding (desirable) • First Aid at work qualification • Safeguarding and Child Protection qualifications

Experience	<ul style="list-style-type: none"> • Extensive management experience in overseeing a significant department or part of a boarding school, with more than 5 years boarding leadership experience in a leading international boarding school. • Significant experience of working with international students, their parents and agents
Competencies	<ul style="list-style-type: none"> • An enthusiastic and passionate leader with a deep understanding of the requirements and demands of the boarding role. • A positive, flexible, 'can do' work ethic. • Able to successfully manage a team • Exceptional communication and organisational skills • Strong collaboration skills to foster partnerships with teachers, students and parents • Motivation to work with, develop and help young people • Calm and approachable manner • Able to work under pressure • Empathetic to the needs of 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. • Knowledge of Child Protection/Safeguarding • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability • Inter-culturally aware and sensitive with well-developed interpersonal skills • Willing to work when needed unsociable hours, including weekends and evenings • A sense of humour
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed Term contract
Application	<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.</p>

I am very grateful to be part of the SISD team for the 2020/21 academic year. Since joining SISD, I have been made to feel extremely welcome by each member of staff. The positivity that flows through the school is contagious and energizing. The support, I receive from other members of staff, motivates me to raise my standards and become a better educator, colleague, and person. The huge focus on Well-being is evident and the impact is clear to see in the outstanding teaching and learning being done throughout the school. The repour you see between colleagues, teachers and students really shows of the unity that SISD thrives upon.

– Jonathan Harkin, Primary Teacher

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

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, Well-being Coordinator

