



Academy

INTERNATIONAL
BOARDING SCHOOLS

CANDIDATE BRIEF FOR THE POSITION OF HEAD OF BOARDING

FOR AUGUST 2018





Candidate brief for the position of Head of Boarding

We are now seeking to appoint a dynamic and approachable individual to the role of Head of Boarding at EF Academy Oxford. Established in 2008, EF Academy Oxford is a thriving international boarding school offering A Levels and the IB Diploma. Reporting to the Deputy Head (Pastoral), the next Head of Boarding will lead a boarding team dedicated to each student's pastoral welfare and personal development.

The successful candidate will be a good-humoured and practical self-starter with experience of highly effective pastoral care in a boarding or comparable environment. S/he will possess the global outlook and sensitivity to inspire the School's multi-national student body, together with excellent communication and organisational skills. Flexible, and energetic, s/he will also possess the strategic ability to evolve the School's boarding structures to support further growth at the School, and to contribute more widely to the continued success of EF.

Education First (EF) is one of the largest international education companies in the world. Highly innovative and entrepreneurial, we operate at the leading edge of international education, offering a diverse range of academic and English language programmes, educational travel opportunities and cultural exchanges. A dynamic, rapidly growing organisation, we need outstanding leaders and managers to help us 'open the world through education' and achieve our goals.

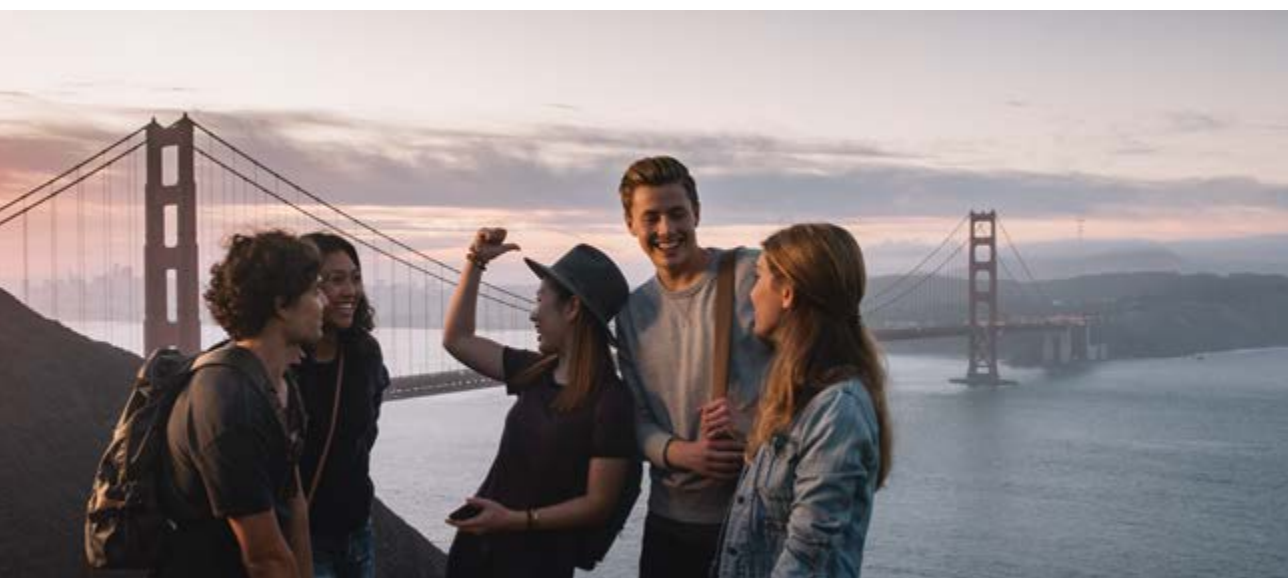




An Introduction to Education First (EF)

Education First (EF) was founded in 1965 by entrepreneur Bertil Hult. EF is a privately-held company with 15 divisions that offer a range of educational programmes from language training, educational travel and academic degrees to cultural exchanges. With a mission to open the world through education, EF has helped people of all ages and nationalities become citizens of the world.

EF is truly global and operates 500 schools and offices in over 52 countries. EF's global network includes 16,000 full-time office staff, 5,000 full-time faculty and 16,000 part-time teachers, leaders and tour directors. To date, EF has helped over 15 million people to learn a new language, discover the world or earn an academic degree.





About EF Academy

EF Academy is the newest brand within the EF business. Established in 2005, EF Academy now has three campus locations: Oxford, Torbay and New York, with a further campus planned to open in California. Providing a first-class high-school education, EF Academy helps students enter the best universities at home or abroad. EF Academy's placements and results are testament to the quality of the educational provision. All EF Academy students who successfully complete university preparation programmes are guaranteed acceptance to a university degree programme, and EF students regularly secure places at some of the world's most prestigious institutions. The School is non-selective and has a wide academic ability range.

CURRICULUM

EF Academy offers A-Level, IGCSE, International Baccalaureate Diploma Programmes and North American high school grades 9-12 for international students. In addition, EF Academies run an exclusive global curriculum. This provides all EF Academy students, regardless of the programme they follow, with a concrete set of global competencies to prepare them for a successful international future. These are developed through language courses, visits to other countries, educational travel and meaningful cultural exchanges.

TEACHING AND LEARNING

Over 90 per cent of the EF Academy combined faculties hold a Masters degree or PhD and over 45 languages are spoken. Teaching is highly interactive and participatory, and the average student to teacher ratio is 15:1. Students are actively encouraged to be inquisitive and curious, to ask questions and to challenge the status quo. There is a firm belief that this strengthens their confidence. Similarly, all students are encouraged to embrace the diversity of nationalities and cultures represented in the classroom in order to broaden their learning capabilities.



NEW YORK, U.S.



TORBAY, UK

Other Campus Locations

EF ACADEMY TORBAY

The EF Academy Torbay campus is situated in a modern-day castle on a hill overlooking the town of Torquay. In 2012, the campus opened new state-of-the-art facilities with multimedia classrooms, a technology centre, interactive science labs, art studios, a student lounge and study areas.

The Academy offers IGCSE, International Baccalaureate Diploma Programs and A Level programmes. Leavers have gone on to achieve success at universities such as University of Cambridge, the London School of Economics and Political Science, University of St. Andrews and Imperial College London.

EF ACADEMY NEW YORK

The EF Academy New York campus is located in Thornwood just 40 minutes by train to downtown New York. It offers 100 acres of landscaped grounds, running trails, and playing fields as well as unparalleled educational facilities.

The Academy offers IGCSE, International Baccalaureate Diploma and U.S. High School Diploma courses. Leavers have successfully gone on to universities such as Harvard University, Columbia University, University of Chicago, Dartmouth College and Washington University in St. Louis.





EF Academy Oxford

EF Academy Oxford opened in 2008 and is a thriving international boarding school in the heart of one of the world's greatest university cities. The Academy provides its students with a contemporary learning experience, blended with Britain's academic traditions for the ultimate pre-University experience that will position them for success in the globalised 21st century.

The Academy has grown considerably since its creation and there are now c.170 students on roll from over 40 different countries. International Baccalaureate Diploma Programs and A Level programmes are offered to students aged 16 to 19. Leavers have gone on to such universities as Oxford, UCL, Imperial, and Warwick in the UK, and Chicago and UCLA in the US.

EF Academy Oxford's strategic priorities are: high academic achievement; an ambitious programme of academic enrichment that supports students' particular university pathways; high-quality personalised academic support and pastoral care; an ambitious programme for students' wider personal development.

EF Academy Oxford is situated a 20-minute walk from the centre of Oxford and is spread over two campuses separated by a 5-minute walk down Pullen's Lane, a one-lane road in a quiet residential neighbourhood. Students learn in modern facilities including multimedia classrooms, science laboratories, and several student lounge areas. The Academy also shares some educational and leisure facilities with the adjacent EF International Language Centres campus. Students can also use the sports and library facilities of nearby Oxford Brookes University.

Students have a choice between living in residence or with a nearby host family. Over 80% of the current student population live on campus under the care of dedicated boarding staff.

The next Head of Boarding will contribute to an exciting phase of growth and development. EF will build on the existing platform of success and expand the Academy. The School has secured planning permission to modernise further and grow the campus by consolidating its operations on its beautiful site at Cotuit Hall. The next Head of Boarding will play a key role in this process.



ROLE DESCRIPTION

The Head of Boarding is accountable to the Deputy Head (Pastoral) for the leadership and management of boarding at EF Academy Oxford, for ensuring the safety and wellbeing of all students, and for the sustained and measurable improvement in the School's boarding provision. S/he is responsible for excellence and compliance in boarding, and for ensuring that boarding care is continually improving. The Head of Boarding will be a Designated Safeguarding Lead and will help ensure that the School effectively applies its Safeguarding policy. S/he will contribute to the School's overall improvement strategy and will support Deputy Head (Pastoral) in its effective implementation and review, including leading the boarding aspect the school into a new inspection framework.

EF Academy Oxford has considerable strengths in different areas, in particular the commitment and quality of its staff, its familial and friendly feel which staff and students alike are keen to continue fostering, its diversity of backgrounds and cultures, and the efficiency of the existing structures and procedures. The next Head of Boarding will work closely with the Deputy Head (Pastoral) to build purposefully on those platforms, and utilise them to develop further the boarding and pastoral care on offer to students. S/he will line-manage, at present, three full-time House Parents and two Assistant (teaching) House Parents. S/he will also work closely with the Campus Manager, with the Pathway Managers, who look after students' overall personal and academic development, and with the Assistant Heads, who lead the School's academic provision.



MAIN DUTIES AND RESPONSIBILITIES

Strategic leadership and management of the boarding provision

- Focus on student satisfaction and developing a consistent high-quality boarding provision
- Make recommendations to the Deputy Head (Pastoral) for changes to meet best practice
- Ensure quality assurance practices by, for example, completing audits, conducting boarding surveys, observing the boarding team on duty, providing support and intervention where necessary, and reviewing employment law compliance

Lead and manage the House Parents and Assistant House Parents

- Lead by example: a positive, visible and active presence on campus
- Create a culture of ambitious and continual improvement to the school's boarding provision
- Promote the school's philosophy of personalised all-round care in an academic setting
- Conduct bi-terminly reviews, and arrange appropriate professional development and training for the boarding team (INSET, BSA, etc.)
- Ensure consistently high professional standards, and a friendly and supportive service to students as an ideal parent would
- Appoint boarding staff as necessary
- Ensure that all relevant policies and procedures are followed by boarding staff
- Conduct probationary reviews, appraisals, and deal with any disciplinary issue relating to boarding staff

Key point of contact

- For boarding/Residence for parents and Admissions teams
- For boarding emergencies be the senior person on duty/on call accommodated on campus (delegated to House Parents when not on duty)

Lead student welfare and well-being

- Strive to ensure that students are happy and that their boarding experience is as good as it can be
- Responsible in the Residences for safeguarding, complaints, emergencies, student concern or student as a concern
- Promote safe choices and staff awareness of students' all-round general health (including mental health), hygiene, laundry arrangements, and sleeping patterns
- Create a homely and stimulating environment that is routinely updated

Responsible for boarding compliance

- Maintain the NMBS self-evaluation and evidence file, and all ISI inspection preparation relating to boarding
- Undertake regular safeguarding training as a Designated Safeguarding Lead (DSL), and other relevant training relating to boarding standards and practices
- Ensure and review risk assessments and overall safety, welfare and security of boarders
- Keep up-to-date with relevant legislation (e.g. Children's Act, Child Protection, KCSIE, Human Rights, Health and Safety at Work, GDPR, Prevent Duty)
- Where necessary, store securely and administer medication to students as detailed the individual student medical report and agreed with parents under the direction of the Nurse/local GP, and record each dispensation
- Conduct regular fire practices and maintain records and fire safety logs
- Support the school's UKVI Tier 4 responsibilities
- Update boarding and Residence handbooks and regular publications relating to boarding
- Organise student inductions and regular meetings
- Maintain a high level of "inspection-readiness"



Responsible for boarding-related meetings and records

- Oversight of compiling and distributing as required or requested all student details (including Host Family), such as rooming, medical, and personal details
- Chair and act quickly and as appropriate on issues raised in House Parent meetings and Student Residence Committee meetings
- Ensure that handover logs, medication, discipline, sanctions, permissions, are accurate, up-to-date, and distributed or acted on quickly and as appropriate
- Maintain all records of communications with parents, Admissions teams, and outside agencies

Responsible for day-to-day and overnight operational oversight

- All staff and student routines
- Arranging day and overnight on-call rotas and last-minute changes
- Rewards and sanctions of students
- Medical matters and ill students dealt with quickly and appropriately
- Maintain accurate systems for knowing the whereabouts of boarders during all hours outside lessons
- Discipline, hygiene, laundry arrangements, and good order

Lead the boarding team in supporting the wider aims of the school

- Ensure that students are up and on time for morning lessons or tutorials and are studying effectively in the evenings and weekends
- Take an active interest in students' university ambitions, academic extension activities, and co-curricular pursuits
- Monitor and achieve excellent communication between academic, pastoral and administrative colleagues and the boarding team
- Attend all relevant meetings; assist with tours, and special requests

- Willing to undertake any related task as may reasonably be requested by the Deputy Head (Pastoral)

Work with, often in a leading or coordinating role

- Pathway Managers, Academic Tutors, and Assistant Heads, with regard to Residence students' welfare, well-being, and general academic progress, to include contributing to written pastoral reports regarding individual students' boarding experience
- The Campus Manager, for the fabric of the Residence and maintenance
- The Student Council and Student Boarding Committee for students' views
- The Activities Coordinator, to ensure a regular, varied, and well-attended programme of campus social activities and to support and develop a House structure and identity
- The Student Council (Boarding Committee), to ensure that student suggestions are followed up and any concerns are addressed in a timely and appropriate manner
- EF Academy Torbay and EF Academy New York equivalent staff
- Global Admissions and Central Admissions teams, regarding student travel plans, arrivals and departures, room allocation, and miscellaneous issues and requests
- Parents, with regard to routine permissions and specific concerns, notes of student achievement and general information
- Security, regarding the safety and security of the Residence
- The School Counsellor, Nurse, VISA Compliance Officer
- Outside agencies as required, in the context for example of Safeguarding, the school's Prevent duty, or medical issues



Responsible for the marketing of Boarding

- Celebrate boarding life on social media and in a periodical boarding magazine sent to parents
- Work with EF Academy central offices to celebrate boarding life at EF Academy Oxford
- Arrange and lead tours of the boarding areas for Admissions teams, and prospective students and their parents

This job description may be reviewed at the reasonable discretion of the Deputy Head (Pastoral) in the light of the changing requirements of the school and in consultation with the post holder.

The performance of the post-holder is formatively reviewed over the year as part of the school's performance management and appraisal process

Person specification

- Committed to the all-round ethos of a boarding-school environment, with an emphasis on customer satisfaction
- Willing to work hard with energy and enthusiasm
- Passionate about boarding in an international 6th-form setting, with the confidence, tact, and presence to effect major cultural change by building and shaping a dedicated boarding team
- Ability to delegate effectively and enable staff to succeed and work as a team
- Prior experience of a boarding school environment or similar is essential for this role, as is prior experience of line-managing staff effectively
- Ideally, evidence of implementing strategies that have positively impacted on the boarding experience of students
- Innovative, flexible, dynamic, dependable and calm; strong listening, decision-making and problem-solving skills; loyal, independent-minded and proactive; shows initiative; treats people equally and sensitively; shares knowledge and best practice; ensure confidentiality where required; works effectively with other people by being self-aware; can handle challenging situations if they arise

- Ability to assimilate regulatory requirements and ensure they are implemented, with appropriate systems and checks; ability to maintain accurate and succinct records
- Excellent communication and ICT skills
- Excellent organisational, administrative, and interpersonal skills
- Able to listen to and motivate staff and students, and develop excellent working relationships
- Able to work well in an international environment

Salary and pension

- In the range of £27,000-£30,000 per annum
- EF has a stakeholder pension scheme

Accommodation

- A self-contained flat on campus is provided and offset against salary at the government rate
- utility bills paid
- meals in term-time are also provided
- Please note the campus is completely non-smoking

Working hours

- For the boarding team the working hours are mainly outside the normal school day, and at weekends
- You can expect to work up to a 48-hour week, though including overnight "on calls" as the Senior Point Of Contact (SPOC), this may be more depending on the rota
- In term-time, there will typically be 6 days off every 4-week cycle, which includes one weekend
- The post-holder must remain resident overnight in term-time; exceptions may be made subject to the approval of the Deputy Head (Pastoral)

Holidays

- 40 days, to be taken in school holidays, and excluding Bank Holidays during term-time and the days around the beginning and end of terms
- Days taken as holiday to be agreed with line manager



Contract

- Permanent, subject to satisfactory probationary period of one term
- Notice period: one term

Training

- Commitment to ongoing training pertinent to the role (e.g. Safeguarding, Health and Safety, boarding-specific courses)

Pre-employment checks

- Applicants must be able to provide evidence of having the right to live and work in the UK and be prepared to undergo an enhanced DBS check

Applications

- Applicants should complete the application form for a Non-Teaching position and send a covering letter to the Office Manager Nelli.Janneler@ef.com, addressed to the Head of School, Dr Paul Ellis.





Learn more about EF Academy



STORIES FROM STUDENTS AND FACULTY:
WWW.EF.COM/ACADEMY/TESTIMONIALS



EFACADEMYBLOG.EF.COM/BLOG



FACEBOOK.COM/EFACADEMY



INSTAGRAM: @EFACADEMYLIFE

