



威雅·杭州
WAS Hangzhou

JOB DESCRIPTION

Position Specification: Head of Boarding

Line Manager: Assistant Head of Upper School (Pastoral)

Department: Upper School

Location: Xiaoshan District, Hangzhou, China

General: The Wycombe Abbey School Hangzhou (WASHZ) campus is comprised of three schools, a Lower School, an Upper School, and a Kindergarten, providing exceptional education for students from Early Years through to Grade 12 (3-18 year olds). Heads of Department are expected to develop exceptional working relations with the leadership of all Schools. WASHZ opened in August 2021, offering an exceptional opportunity for the post holder to contribute to the growth and development of a dynamic start-up school.

WASHZ was established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of our student body consists of Chinese nationals studying a distinctive curriculum that seamlessly combines elements of international education with the Chinese National Curriculum. Our students are taught in both Mandarin and English ensuring proficiency in both languages, equipping them to excel in prestigious universities worldwide.

At Wycombe Abbey Schools, we believe in education that goes beyond just academic achievements. WASHZ offers boarding facilities for students from Grade 1 to Grade 12, providing exceptional resources for learning, innovation, entrepreneurship, performing arts, and athletics – a hallmark of all schools within our Wycombe Abbey Schools Group. Our mission is to prepare students not only for higher education at global universities but also for the increasingly international landscape of the professional world. We place a strong emphasis on nurturing each student's confidence, resilience, independence, and character development, all while fostering collaborative skills that are indispensable in life beyond the classroom.

Introduction: Education is an ever-changing service and all staff are expected to actively engage in school activities and maintain a flexible approach to their responsibilities. While we have made every effort to outline the primary duties and obligations of this position, it's important to note that individual tasks may evolve beyond what is explicitly stated. The post holder is expected to be receptive to reasonable requests from their line manager to undertake tasks of a similar level that may not be explicitly mentioned in this job description.



Please be aware that this job description is subject to potential revisions, which may occur following discussions between the line manager and the staff member. It will also undergo an annual review during the appraisal process, and adjustments may be made in response to the evolving needs of WASHZ.

Responsibilities:

Purpose of Job:

- To manage efficiently the staffing, organisation and resources of the boarding houses
- To provide for the safety, welfare, good discipline and pastoral well-being of all pupils in boarding.
- To live on campus and oversee all aspects of boarding at Wycombe Abbey whilst contributing to the wider aspects of school life.

Duties and Responsibilities:

- To take strategic oversight and leadership of boarding to include premises, staff, marketing, and annual review and update of boarding handbooks and relevant boarding policies.
- To work closely with the Designated Safeguarding Lead (DSL) to ensure the highest standards of safeguarding at all times.
- To occupy the boarding accommodation during term times
- To be responsible for the implementation of the National Minimum Standards (NMS) for Boarding Schools for welfare and pastoral care in the houses. To perform an annual audit of the NMS.
- To regularly review the job description of the boarding staff and to appraise boarding staff in line with the school appraisal system, ensuring that appropriate CPD is sourced and funded from the boarding budget.
- To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the houses, and the principles on which community life in the houses is based, ensuring consistent high provision.
- To be responsible for the boarding budget and ensure that proper accounts are kept.
- To take responsibility for all health & safety matters within boarding, ensuring that all members of the boarding staff are adequately trained in health and safety and fire safety to guide pupils in the event of an incident, and represent the boarding house during termly health and safety meetings.
- To provide to the Bursar for the Senior Leadership Team and Governors, a termly boarding house report, including management and welfare targets for the coming year as agreed by the line manager.
- To plan and run an induction programme for all new boarders at the earliest opportunity on arrival.
- To manage the boarding team, ensuring there is appropriate adult supervision at all times during term time, including staff duty rosters; and that all members of the boarding team (including non-teaching personnel in the houses, as well as senior pupils as appropriate) are familiar with the school's policies and procedures for child protection and



safeguarding, anti-bullying, substance misuse, and health and safety, and are aware of the appropriate responses needed in these areas.

- To work closely with the Deputy Head Pastoral and others in the recruitment and selection of boarding staff, and work together with the Marketing Manager to promote and market boarding at Wycombe Abbey School.
- To support the school's disciplinary and exclusions policy and behavioural policy, applying a clearly understood and fair system of sanctions.
- To manage the boarding facilities and ensure that any faults and maintenance requests are reported through the appropriate systems, liaising with the Maintenance Manager and Deputy Bursar on a regular basis.

Pastoral Care:

- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- To liaise with the DSL, the wellbeing team and other relevant professionals to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.
- To liaise with the DSL to ensure that holiday plans and travel arrangements are thoroughly checked and validated in line with safeguarding policies and regulations.
- To support pupils with and keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct, helping pupils develop a collective responsibility and awareness of others' difficulties or problems, and to offer such support and help for each other as is appropriate.
- To encourage student leadership in boarding.
- To ensure that a full and varied programme of extra-curricular activities is available, and all pupils are appropriately occupied, especially at weekends, including the Saturday programme.
- To be aware of the academic strengths and weaknesses of pupils; to liaise with Heads of Grade/Tutors to ensure that relevant background circumstances of pupils are known prior to but as soon as possible on arrival in boarding and discussed.
- To use every opportunity to cultivate contact and communicate with parents and guardians, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To inform the DSL of any child protection/safeguarding issues or concerns at the earliest opportunity to fulfil the requirements of the school's policy on child protection.
- To organise all boarders' travel, including holiday travel, onward and return travel arrangements, weekend trips and visits, ensuring all details of parental/ guardian responsibility are in place and verified prior to any travel taking place.
- To support boarding pupils in any school activities including school productions, matches, and any other activities.

Other:



- To be in residence for a maximum of 3 working days at the starts and ends of term to ensure that the arrival and departure of boarders is suitably staffed, to meet parents and ensure boarding houses are secure.
- To be the main point of contact with the Boarding Schools Association.

Candidate Profile:

Education, training and qualifications

- Bachelor's Degree (essential).

Knowledge and experience

- Minimum two years' boarding experience (essential).
- Be aware and up-to-date in all relevant safeguarding policies and practice (essential)
- Knowledge and experience of how to use of ICT effectively (essential).

Other

- Previous experience or knowledge of working with students for whom English is not their first language (essential).
- Personal qualities.
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background.
- Demonstrate an appreciation and understanding of a bilingual working environment.
- Passionate about boarding and a strong commitment to holistic education.
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards their academic and personal outcomes.
- A positive and solution-focused attitude to working life.
- Highly motivated, ambitious and collaborative.
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them.
- Must have a clean enhanced Disclosure and Barring Services check or non-criminal record and no question regarding suitability to work with children.

Child Safeguarding:

WAS is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to:

- Attend in-house Child Safeguarding programmes.
- Promote and safeguard the welfare of all students in the school.
- Report to School's Designated Safeguarding Lead any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Whistleblowing Policy.
- Keep professional relationships with students where personal boundaries are respected and maintained.
- Seek advice from a Line Manager or School's Designated Safeguarding Lead with issues or concerns related to Child Safeguarding.
- Ensure vendors, suppliers and visitors adhere to safeguarding guidelines, especially if they have access to the school premises or interact with students, to maintain a secure and protected environment.



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Requirements:

- Obtain the International Child Protection Certificate (ICPC) or Chinese Non-Criminal Record prior to the start of contract.
- Formal proof of identity with photo ID.
- Two signed confidential references (of which, one must be the candidate's current supervisor) before the start of contract.
- Verification of original qualifications.

How to Apply:

Applications will only be accepted on the official WASHZ Application Form, which is available on the WAIS recruitment portal found on the website via: <http://recruit.waisgc.com/>.

Further Details:

Full details of our school are available at www.waisgc.com.
Any queries should be forwarded to the Head of HR: Ms. Euroda Wan (careers@waishz.com).