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| **Role / Desired Position** | Head of Boarding |
| **Reporting To** | Head Teacher and Executive Team |
| **Employee Type** | Full Time, 100% |

**Context:**

Nestled in the inspiring Swiss Alps, Copperfield International is one of the world’s most innovative and forward-thinking Schools. With a unique approach to teaching, curriculum and skying opportunities; the organisation offers an exclusive educational platform set out to become one of the world’s top education facilities. Since the inception in January 2021, the school has constantly strived to reach new hights and has achieved a healthy rate of growth.

The breath-taking nature, world’s best off-piste skiing platform and unique lifestyle, offers individuals a balance to life like no other.

There is a singular purpose that unites each member of staff at Copperfield: to build a school that is for the students. Students take centre stage within Copperfield and supporting infrastructure aligns accordingly. In addition, Copperfield’s focus is community driven. The creation of strong links between students, staff, parents and the broader community is centric to the philosophy of its success.

In closing, the Copperfield team of professionals rely on one another to interact with change, implement new ideologies, align cultures with objectives and gradually grow the foundation.

**Purpose of the Role**:

As the School is actively developing and undergoing growth, the Organisation is in need of a **Head of Boarding**. The Head of Boarding will need to exhibit joy, care, sensitivity, stamina, energy, and interpersonal skills that align to the management of stakeholders from different cultural backgrounds and intellects. In addition, the Head of Boarding should have a team player mentality that can solve problems and embrace changes. The individual will assist in implementing an inclusive culture, outstanding support infrastructure and a widely enriched school life.

The Head of Boarding should be an experienced senior leader whose professional career to date shows exemplary commitment to boarding education and the ability to create empathetic bonds. They will be recognised as an expert in the field of boarding and will have lengthy experience in schools globally renowned for outstanding boarding practice. The postholder should demonstrate an ability to interact with senior leadership and implement Copperfield’s vision and mission; while implementing the operational requirements of their role, have foresight to develop and enhance the boarding provision, ethos, and outstanding personalised pastoral duties.

In particular the Head of Boarding will be responsible for overall management of the boarding houses on a day-to-day basis, line managing the house staff and ensuring that the boarding experience is one driven by a nurturing, supportive and caring environment. The wellbeing and education of students must take centre stage.

**Duties/Responsibility:**

* Lead and manage the day-to-day operations of boarding; maintaining and enhancing the quality of provision, promoting boarding as a caring, nurturing and supportive environment dedicated to the wellbeing and education of students.
* Maintain the highest standards for boarding in line with the Swiss and International Boarding rules, regulations and best practice.
* Implement boarding policies, handbook and guidelines.
* Work with House staff, ensuring that world-class safeguarding policies and health and safety procedures are implemented effectively in each House.
* Collaborating closely with Admissions to ensure a professional and smooth Boarding student enrolment.
* Supporting the transfer of students into the Boarding House.
* Communicating directly with newly secured students, parents and Homeroom teachers prior to arrival and pass on appropriate documentation.
* Promoting the Boarding programme within and outside the school.
* Maintain positive relationships within and between the boarding houses, ensuring that students are supported academically, socially, physically, mentally, and emotionally.
* Be responsible for the management, training and development of residential and non-residential staff, ensuring that all staff have a clear understanding of their responsibilities to provide care for students.
* Ensure robust annual review of residential staff’s professional performance.
* Liaise with Operations and Finance, ensuring that boarding house budgets are effectively, efficiently and rigorously managed.
* Work with the Head on recruitment of boarding staff acquisition.
* Ensure that each House contacts and communicates proactively with parents, guardians and the Copperfield Organisation.
* Manage and liaise with house and academic staff in producing and managing boarding supervision rotas, holiday pick-up/drop-off arrangements, beginning and end of term programmes, new student induction, examination access, and other administrative requirements.
* Produce a detailed boarding report to the Heads of Department, indicating successes, areas for improvement and provisions for ensuring financial efficiency.
* Ensure continuity and consistency of practice and policy across the Houses.
* Assist with potential teaching and workplace projects.

**Professional Specifications**:

* Proficient in English, French more than desirable (German Desirable).
* Minimum Three Years’ experience in Boarding.
* Bachelors (Preferred Masters or Doctorate).
* Teaching Certificate (Would be enjoyed)

**Personal Attributes**:

* Highly professional
* Integrity driven
* Flexible and positive approach to work
* Excellent organisational and time-management skills; high attention to detail
* Adaptable to working in a fast paced ever changing environment
* Proactive and willingness to take on multiple tasks
* Ability to work under pressure and remain calm
* Self-motivated and enthusiastic
* Ability to work independently
* Must be a team player, willing to help and be flexible
* Must be able to build a great relationship with kids and youth

**What we offer**:

At Copperfield we are creating a workplace culture that is founded in open communication, transparency, realistic expectation management, positive criticism and inclusion. With a team orientated mentality, the organisation is open to change and embraces individualism and diversity. Collaboration is key while maintaining autonomy. In addition, Copperfield offers:

- **Holidays offered**: 30 Days Annual Leave + Bank Holidays

- **Budge**t: Related to boarding