



## Boarding Assistant Head of House

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## BOARDING ASSISTANT HEAD OF HOUSE

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 100 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>	Boarding Assistant Head of House	<b>Department</b>	Boarding
<b>Start Date</b>	August 2024	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of House	<b>Direct reports</b>	Housekeeping team

<b>Job Scope</b>	<p>The Assistant Head of House plays a pivotal role in supporting the Head of House in the day-to-day management and strategic direction of one of SISD's boarding houses, Zurich or Geneva. Collaborating closely with the Head of House, they are instrumental in ensuring the holistic well-being and academic progress of students, fostering an inclusive and supportive community atmosphere.</p> <p>The Assistant Head of House's primary focus lies in enhancing the boarding experience through a robust life skills program and meticulous attention to the domestic side of boarding. Collaborating closely with the Head of House, they implement strategies ensuring compliance with regulations and safety standards while promoting the health, safety, and security of all boarding community members. The role is pivotal in fostering a supportive, inclusive environment within the boarding house, nurturing positive relationships and a deep sense of belonging among students. Overseeing extracurricular activities and outings, the Assistant Head of House integrates life skills seamlessly into daily routines, equipping students with practical abilities for independent living. The Assistant Head of House will provide personalized guidance,</p>
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	support, and pastoral care, addressing personal, social, or academic challenges, facilitating holistic growth and development among students.
<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 by the Head of Boarding, upon mutual agreement, to reflect or anticipate changes in the role:</p> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Assist in the day-to-day operations of the boarding houses, ensuring efficient utilization of resources, adherence to policies and procedures, and compliance with relevant regulations and safety standards.</li> <li>• Support the leadership and development of the pastoral system in boarding, including the house system, and student leadership endeavours, under the guidance of the Head of House.</li> <li>• Provide empathetic leadership within designated boarding house, contributing to a supportive and inclusive environment where students feel valued, respected, and motivated to achieve their potential.</li> <li>• Participate in initiatives to assess and improve the quality of boarding services and programs, soliciting feedback from students, parents, and staff.</li> <li>• Support tailored professional development sessions aimed at enhancing staff skills, knowledge, and effectiveness in areas pertinent to their roles within the boarding houses, fostering a culture of continuous improvement and growth.</li> <li>• Assist in aligning boarding house goals and initiatives with the overall strategic direction of SISD, collaborating with school leadership and other stakeholders.</li> <li>• Support the management of conflicts and challenges within the boarding community, utilizing effective communication and interpersonal skills to address issues promptly and constructively.</li> <li>• Support the promotion of enrichment activities, specifically the Life Skills Programme, for boarding students to ensure holistic development of all boarding students.</li> <li>• Support and assist in mentoring and supporting boarding house staff, providing guidance, training, and professional development opportunities to enhance their effectiveness in supporting student wellbeing and development.</li> <li>• Coordinate relevant events promoting community cohesion and a sense of belonging for all stakeholders under the guidance of the Head of House.</li> <li>• Play a supportive role in crisis situations, demonstrating composure and assisting in the coordination of response efforts swiftly under the guidance of the Head of House.</li> </ul> <p><b>Domestic</b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to uniform policies and standards by providing clear guidance and support to students, including proper attire and grooming standards.</li> <li>• Oversee laundry facilities, including washing, drying, folding and organising students' clothing and linens.</li> <li>• Collaborate with canteen staff to ensure dietary restrictions and preferences are accommodated.</li> <li>• Coordinate the house checks at the end of term with Boarding Assistants.</li> <li>• Ensure the safe storage of domestic materials in line with Control of Substances Hazardous to Health requirements.</li> </ul>



**Enrichment**

- Develop and implement a comprehensive Life Skills Programme within the house, equipping students with the essential practical, social, and emotional skills through workshops, discussions, and hands on activities, nurturing their personal growth and resilience.
- Collaborate closely in curating a vibrant weekend programme for boarding students, meticulously selecting from a diverse array of activities, events, and excursions aimed at fostering recreation, cultural enrichment, and social interaction, actively contributing ideas and efforts to ensure its success under the guidance of the Head of House.
- Facilitate the implementation of the Evening Enrichment Programme, under the guidance of the Head of House.

**Pastoral**

- Lead student voice initiatives such as the Food Committee and the Trips Committee.
- Execute and champion student support initiatives, including counselling services and mentorship programs, to address the diverse needs of boarding students, under the guidance of the Head of House.
- Nurture an environment that cultivates accountability, respect, and personal growth among students.
- Advance the commitment to positive behavior in the boarding houses, by actively implementing the Boarding Positive Behavior Policy in a fair and consistent manner, and assisting in applying disciplinary measures when necessary, under the guidance of the Head of House.
- Ensure adherence to school policies related to pastoral systems by all boarding staff, and actively support their implementation, with particular focus on the attendance policy, under the guidance of the Head of House.
- Collaborate in monitoring student wellbeing through regular check-ins with students to assess their wellbeing and address any concerns they may have, working closely with school counselors and other support staff as needed, under the guidance of the Head of House.
- Facilitate communication with parents/guardians by maintaining open lines of communication, providing regular updates on students' progress, and addressing any concerns or questions they may have, under the guidance of the Head of House.
- Participate in directing, and actively engaging in, daily boarding routines, ensuring vigilant supervision to maintain a safe and secure environment for all students, under the guidance of the Head of House.
- Contribute to the advocacy of high levels of student well-being through bespoke initiatives, under the guidance of the Head of House.
- Collaborate closely with the Boarding Leadership Team to develop systems promoting high levels of engagement, punctuality, and attendance among students, under the guidance of the Head of House.
- Assist in utilizing pastoral data effectively to gain insights into student well-being, academic progress, and overall student voice, under the guidance of the Head of House.

## **Operational**

- Collaborate with the Head of House in the plan and execution of weekend excursions for boarding students, coordinating logistics for enriching experiences off-campus.
- Organize transportation for students, ensuring safe airport transfers in collaboration with staff and providers.
- Coordinate staff support for student medical appointments efficiently.
- Monitor snack supplies, managing inventory and orders for sufficient stock.
- Inspect pantry stock for quality and expiration dates to maintain food safety standards.
- Conduct regular facility inspections to identify maintenance and safety issues promptly.
- Coordinate PAT testing for all student devices with the Facilities team.
- Develop a schedule of Fire Drills and Lockdown Drills to ensure drills are carried out on a regular basis.

## **Medical**

- Communicate with the School Clinic and Doctor about pupils who are unwell or in need of medical attention, including dental care or physiotherapy.
- 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.
- Respond to medical emergencies and 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.

## **Safeguarding and Child Protection**

- Be thoroughly familiar with the school's policies on Safeguarding and Child Protection, and professional guidelines.
- Liaise with external visitors to the House such as delivery firms, contractors, and others whose necessary periodic access to the House must nevertheless be supervised for safeguarding reasons
- Complete risk assessments when necessary
- Maintain the security of the Boarding House.

## **General**

- Ensure compliance with the National Minimum Standards for Boarding Schools.
- Take initiative and find solutions to recruit and retain boarders within the boarding school

	<ul style="list-style-type: none"> <li>Support the Head of Boarding, and Head of House to raise the boarding profile</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

<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree</li> <li>First Aid qualification</li> <li>Safeguarding qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a Boarding School</li> <li>Experience of working with children and young people from a variety of cultures and backgrounds</li> <li>Experience of working as part of a team</li> <li>Experience of working unsupervised and using own initiative</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Leadership qualities to guide and inspire boarding students.</li> <li>Effective communication skills for interaction within the boarding community.</li> <li>Strong organisational abilities to manage daily operations.</li> <li>Interpersonal skills to build rapport with students, staff, and parents.</li> <li>Problem solving aptitude to address student concerns and challenges.</li> <li>Proficiency in team management and supervision of boarding staff.</li> <li>Knowledge of student support principles for nurturing student wellbeing.</li> <li>Ability to handle crises calmly and ensure student safety.</li> <li>Aptitude for collaboration with school staff and parents to support student development.</li> </ul>
<b>Salary &amp; Benefits</b>	Competitive remuneration and benefits to include relocation flight to Dubai to commence employment, visa, medical insurance, annual flight allowance, Be good to yourself day, accommodation including utility bills, laptop, CPD training, End of service gratuity
<b>Contract</b>	Fixed Term Contract
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>The position of Boarding Assistant Head of House 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: 20<sup>th</sup> June 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>
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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 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 & Grade Learning Coordinator*



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)*

