

LOCATION	Nord Anglia Chinese International School, Shanghai
JOB TITLE	Head of Boarding
REPORTING TO	Principals
DIRECT REPORTS	Boarding Coordinator, Dorm Mentors
OTHER KEY RELATIONSHIPS	Internal: Principals, School Leadership Team, Facilities, Admissions, Cafeteria, Security External: Parents and Guardians
PACKAGE	Competitive remuneration and benefits

KEY RESULT AREA

Objectives:

- Strategic leadership and development of Boarding which supports the philosophy, aims and policies of the School, and promotes a high level of achievement in all areas of Boarding life.
- Recognising and responding sensitively to Cultural differences.
- Ensuring a visible and active presence in the Boarding community and Dorms in order to develop a relationship with all boarders.
- Establishing, building and maintaining positive relationships between Boarding staff, Teaching staff, Students and Parents.
- Having the welfare of students in the boarding dorms as paramount concern.
- Acting in ‘Loco Parentis’ and in line with school safeguarding and Health and Safety procedures at all times.
- Promoting the school as a caring and nurturing environment dedicated to the well-being and education of students.
- Understanding the complex dynamics between parents/family and Boarding staff relationships and working to bridge the gaps where necessary.
- Working in the best interests of the school.

Work Hours:

- At least one Sunday evening and morning duties as part of the roster.
- Occasional weekend days during the school term (for Boarding activities as required).
- Working hours (TBC)

Key Tasks and Expected Outcomes:

- Oversee the work of the Boarding Team (the Ayes, Dorm Mentors, Boarding Coordinator and the Resident Teachers) and meet with them regularly to discuss Boarding matters and ensure consistency between Dormitories, particularly in relation to Boarding Regulations and welfare issues.
- Responsible for leading and managing all members of the Boarding Team.
- Direct the Dorm support staff in the execution of their duties, in liaison with the Boarding Coordinator, Senior Nurse and Health Centre, Facilities/ Security team and Catering Manager.
- To oversee and support the Boarding Coordinator in the daily routines and duties involved in the smooth running of the Boarding Dorms to ensure physical and emotional welfare needs of the students are met.
- To direct and guide the Boarding Department in creating a varied and enriching Boarding Program which expands students’ academic, social and interpersonal skills.
- Inform and consult the Senior Leadership Team of serious pupil breaches of discipline or good conduct. Maintain a record of punishments awarded.
- Represent the interest and needs of the Boarding community to the Senior Leadership Team and play a leading advisory role in the long-term development of Boarding.

- Updating and maintaining the Boarding Development and QA (Quality Assurance) plans for NACIS.
- Ensure summer programs are supported

Relationships

- Lead the team responsible for attending to the needs of boarding students and ensure students can comfortably relate to the adults in charge of their well-being.
- Oversee supervision of and have responsibility for the Boarding Dorms
- Ensure a positive welcoming relationship with families.
- Communicate with and respond to parents and guardians in timely, appropriate and professional manner.
- Be available to meet with parents.
- In consultation with the Principals set and maintain clear and fair guidelines for all regular routines in the dorms.
- Hold regular meetings with Principals/ Boarding Department.
- Maintain systems for monitoring the eating habits of the students.
- Annually self-review the Boarding Dorms policy, procedures and compliance issues.
- Develop strategic plans and directions for Boarding Dorms development
- Oversee the co-ordination of after school activities (ECAs) and supervise as required.
- Attend and deliver regular and appropriate professional development.
- Student leave arrangements will be co-ordinated according to school policy.

Administration

- Maintain appropriate job descriptions for the staff in the Boarding Dorms. Amendments will be made as needed after consultation with the HR Manager and/or Principals.
- Keep records, maintain confidentiality of information, (in line with the school's Child Protection Policy)
- The Head of Boarding will participate in the short listing and selection of new staff members. Final selection of new staff will be made in conjunction with the HR Manager and the Principals.
- Staff at the Boarding Dorms will have clear guidelines for the duties they must fulfil and the hours that they are expected to be available for work by arranging duty rosters so that all duties are covered and supervision of students at key times is ensured.
- Copies of rosters will be posted so that they are readily accessible to students and to Boarding Dorm staff. Copies of procedures and rosters will be supplied to the appropriate staff.
- Ensure the duties of the Boarding Dorm staff are fulfilled efficiently and to the required standard.
- Complete annual performance reviews of Boarding Dorm staff and be annually reviewed by the Principals.
- Hold regular staff meetings with Boarding Dorm staff.

Student Management

- Ensure the Boarding Dorms Code of Conduct is communicated and observed.
- Have day to day responsibility for the management of student behaviour and associated disciplinary procedures in the Boarding Dorms. Ensure fair procedures and consistent enforcement is in place for the management of student behavior.
- Students will be supervised in their out-of-class situations and their domestic and pastoral needs will be met.
- Students will be supervised and supported in their academic endeavours, this includes ensuring homework, assessments, study, tutoring and contact with home is done as needs arise.

Day time requirements:

- Be kept informed by the staff of the Boarding Dorms all incidents relating to the behaviour, health and wellbeing of the students. Collaborate with Grade leaders and teaching staff as appropriate.

- Keep the staff of the Boarding Dorms and the school informed about student behaviour, health and well-being as appropriate and bearing in mind privacy and confidentiality issues.
- Keep the Principals informed of behaviour causing concern and immediately report behaviour of major concern.

Environment

- Maintain safe, secure and happy Boarding Dorms where students are secure physically and emotionally.
- Ensure that Boarding Dorms are prepared for the start of each term.
- Ensure a high standard of presentation and cleanliness of the Boarding Dorms.
- Co-ordinate and organise day to day repairs and maintenance.
- Work in conjunction with the Facility Manager (following school policy) in relation to capital building and repairs and maintenance.
- Develop strategic plans and directions for the Boarding Dorms development.

Safety Procedures

- Ensure that all safety and evacuation procedures are understood and followed by both the staff of the Boarding Dorms and the students.
- Undertake regular evacuation practices and keep records.
- Be familiar with the security systems within the school. In conjunction with staff, ensure that all areas of Boarding Dorms are secure each night before retiring.

Welfare

- Oversee the daily routines and duties involved in the smooth running of the Boarding Dorms to ensure physical and emotional welfare needs of the students are met.

Physical Welfare

- Ensure that policies and procedures that cover student welfare are adhered to and reviewed.
- Know about and approve the dispensing of medication.
- Maintain good communication with parents and keep them well informed about their child's health, especially when they are ill.
- Organise and supervise (or, when appropriate, delegate supervision to a member of the staff of the Boarding Dorms) a variety of appropriate and interesting activities over each term.

Pastoral and Emotional Welfare

- Ensure that policies and procedures that cover student welfare are adhered to and reviewed.
- Be available to students as reasonably required to meet their emotional and personal needs.
- Provide students with opportunities to develop personal and social skills.
- Liaise with students, parents and staff as appropriate.
- Participate in regular school pastoral/guidance meetings.
- Consult with the school nurse to seek and facilitate specific life skills and pastoral care programmes to meet the needs of the students.

Personal Development

- Continual development through the identification and implementation of your own Personal Development Plan

PERSON SPECIFICATIONS	
Qualifications/Training	
• Bachelor's degree	Essential
• Current First Aid Certificate	Essential
• Languages – Fluent in English	Essential
Experience / Knowledge	
• Proven Boarding Leadership Experience	Essential
Skills	
• Excellent interpersonal skills. Relates well and responds effectively to the requests of students, parents and staff	Essential
• Excellent organisational and administrative skills. Able to use initiative and forward planning to meet deadlines	Essential
• Enthusiastic, self-motivated and flexible committed to providing a positive Boarding experience for all students	Essential
• Ability to work and perform well in a sometimes demanding and stressful environment by following set procedures and adhering to school policies and guidelines	Essential
• Ability to manage pastoral care issues of boarders and follow disciplinary procedures when required	Essential
Personal Attributes	
• Professional appearance and manner	Essential
• Collaborative approach	Essential
• Resilient and reliable	Essential
• Ability to work under pressure	Essential
• Willingness to take on multiple tasks	Essential
• Open minded and flexible	Essential
• Clear interest in other peoples' abilities and development requirements	Essential
• Relentless in encouraging high performance	Essential
• Ability to work within the structure of NAE, NACIS and local government requirements	Essential
Other	
<ul style="list-style-type: none"> ▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. ▪ Compliance with visa requirements for working in [Location]. ▪ A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required 	