



GRADUATE LEADER (BOARDING) JOB DESCRIPTION

Job Title:	Graduate Leader (Boarding)
Line Manager:	Head of Boarding

Purpose of Job

Our Graduate Leaders play a vital role in the heart of our boarding community, enriching the life of the school and ensuring that our boarders experience a secure and supportive home from home during term time. Based within the Boarding Village, they work closely with Boarding Housemasters to provide outstanding pastoral care, fostering a happy, respectful, and caring environment where every student feels valued and supported. Beyond their pastoral duties, Graduate Leaders bring energy and creativity to boarding life by organising and leading a wide range of activities that enhance the boarding experience.

They contribute to the academic life of the school, assisting in lessons and study sessions in areas aligned with their educational background and the school's curriculum. In addition, Graduate Leaders play an active role in the wider life of Harrow International School Bangkok—supporting school expeditions, trips, sporting fixtures, music and performing arts events, careers and university guidance, and the Duke of Edinburgh's International Award—ensuring every day offers variety, purpose, and the chance to make a meaningful impact.

Duties and Responsibilities

Overall Responsibilities

- Encourage high standards in all aspects of school life, particularly in the graduate's identified area of strength
- Contribute to the effective and efficient running of the school by supporting full-time staff as required
- Attend staff training as required

Responsibilities in boarding

- Play an active role supporting the pastoral care of the boarders, including duties, activities, and trips, as directed by their Housemaster/mistress
- Be resident in the boarding village during term time when on duty
- Be present and ready for duties at least 24 hours before the school is in session
- Assist with collecting boarders safely from the Bangkok airports at the beginning and end of term
- Assist with the planning and organising of the weekend programme for boarders
- Assist in boarding in the evenings for a total of 15 hours/week (2 duty nights/week)
- In addition to two nights a week, be on duty in boarding for one weekend in three, as per the agreed rota (where a weekend runs from 15:00 on Friday until 22:30 on Sunday)

Subject area and extracurricular specialism responsibilities

- Under the direction of full-time staff, assist with the teaching of students during the school day
- Conduct administrative tasks with efficiency and enthusiasm as directed by department and faculty heads
- Act as a mentor and role model for students studying the specialism or activity

Other responsibilities

- Undertake other reasonable duties as requested by the Head of Boarding, including but not limited to, assistance with residential off-site trips, attendance at weekend fixtures/regattas, assistance with sports days and assistance with lifeguarding (full training given as required)



Requirements

- An appropriate degree, with a preference in languages (particularly Mandarin) but all will be considered
- A high level of professionalism and consideration for the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background and a positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has lived and no question regarding suitability to work with children

Working Day and holiday Entitlement

Working Day: One weekday off per week (particular day for each Graduate Leader to be determined by Head of Boarding based on timetabling needs)

Holiday entitlement: Academic Holidays

Graduate Leaders commitments over and above duties on the main campus are as follows:

- 1 weekend in 3 (running from 15:00 on Friday until 22:30 on Sunday)
- Attendance at breakfast (except on your allocated day off during the week and when not on duty at the weekend)
- Two duty afternoons/evenings per week
- Attendance at and, where appropriate, practical support/leadership of occasional one-off events. Examples include: Christmas Fair, Christmas Dinner, Boarding Talent Night, Expedition Week, End of Year Dinner etc.
- Participation in one-off events such as Expedition Week, Ride for Rainbows, Challenge Days, Beaumont Trips etc. as needs require
- Help at the beginning and end of term and half term with airport pickups and drop offs (Leaders must return to the Boarding Village such that they are available for the full day of the boarders' return)

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.