



## **HEAD OF BOARDING HOUSE**

Vacancy at Jerudong International School for **1st August 2020**.

We are looking for well qualified and inspirational Boarding House staff who empathise with the academic and holistic ethos found in top UK and International Schools; and who will wish to become fully involved with both pastoral care and co-curricular activity within the school. Previous overseas experience is not essential. However, the desire to work in a genuinely international community is.

To apply, please complete the Application Form to be found in the Employment section on the school website ([www.jis.edu.bn](http://www.jis.edu.bn)), where you will also find further details of the post. Please ensure your CV includes a recent photo, and full contact details, including email address, of two professional referees (one should be the applicant's current and most recent employer).

The closing date for applications is **Monday, 20<sup>th</sup> January 2020** although early applications would be most appreciated. Initial interviews will be by Skype. UK-based short-listed applicants will then be interviewed in London, with overseas applicants interviewed again by Skype or in Brunei itself.

The School is committed to safeguarding and promoting the welfare of all students in its care. Successful applicants must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

### **Jerudong International School (Brunei)**

- One of the leading International Schools in Asia; situated in Brunei, on the tropical island of Borneo.
- Independent Boarding/Day School, with 1650 students on roll, aged 3-18 (6<sup>th</sup> Form of c320).
- Exceptional facilities and resources, with a beautiful 120-acre campus.
- Member of HMC, BSA, FOBISIA and COBIS.
- British Curriculum, leading to (I)GCSEs, A Levels and IB Diploma.
- Highly competitive tax free Salary (+ package including Gratuity, Accommodation, Relocation Allowance, Medical Insurance, Annual Flight home, discounted school fees for children).
- c180 Expatriate teachers, mainly from the UK, Australia and New Zealand. Initial 2 Year Contract, but the vast majority stay much longer than that. Currently, over 100 staff children attend JIS.



## **JOB DESCRIPTION**

<b>Accountable to</b>	:	Head of Senior School, Pastoral Director, Assistant Heads of School
<b>Committee Member</b>	:	SMT, HsMs, BHsMs, Marketing Committee
<b>Responsible for</b>	:	Tutor team including Deputy HsM, Resident Tutor, Matron and  all students in the House

### **Key Roles**

- Have an overview of the well-being of all students in your House.
- Use academic data to implement strategies to improve the academic achievement of the students in your House.
- Daily attendance and weekly lates check.
- Achievement monitoring and reward recording of students issues, including discipline, welfare and correspondence (emails, letters, significant discussions or meeting minutes).
- Ensure positive relationships and efficient communication with parents of the students in your house. All parental or student emails should be responded to within 24 hours, giving a 'holding response' if necessary.
- Coordination and overall responsibility of the university applications for the students in your House in liaison with the Head of Sixth Form.
- Coordination of House teams for sporting and other house events.
- Develop a House Council.
- Ensure tutors are aware of their responsibilities and role as well as being responsible for their pastoral professional development.
- Support House Events when available.
- Keep House Firefly page up to date (or coordinate this as part of the House Council responsibilities).
- Coordinate the delivery of Friday Period 1 time by tutors.
- Plan (and run) House time activities and House assemblies.
- Liaise with Counselors/EAL/SEN departments to help provide the best possible support for the students in your Houses.
- Checking tutor report as well as writing HsM comments and Year 13 Leaving letters.
- Help with options choices for Year 8, 9 and 11.
- Uniform enforcement (including jewellery, headphones, hair etc).
- Run a House duty team including overall view of school upkeep



### **Student Support**

#### **The Housemaster or Housemistress will:**

- Be responsible for the well-being of all students in their house, ensuring their academic, social and pastoral welfare.
- Role-model positive personal qualities such as care for others, honesty, trustworthiness and leadership, and foster these in the students.
- Develop a strong sense of House spirit and pride, and an ethos in line with that of the School.
- Be present, when time allows, to support students taking part in School or House activities and competitions (e.g. matches, concerts, performances).
- 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.
- Develop in the students a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- Mentor and develop House Leadership teams including appointing the House Captain.
- Write reports on each student, commenting on the progress made in all aspects of the student's school life.
- Write references & leaving letters for students leaving the school.

### **Tutor Support**

#### **The Housemaster or Housemistress will:**

- Provide support for his/her tutor team and ensure that they develop in their pastoral roles including preparation to move into pastoral leadership.
- Perform regular pastoral appraisal of tutors.
- Be present in the House area during tutor time, dealing with specific issues when required, including covering for absent tutors, or joining tutor groups when possible.

### **Academic Support**

#### **The Housemaster or Housemistress will:**

- Monitor students' academic and tutor reports and take appropriate action to support each student, with liaison with the Pastoral Director and Assistant Heads of School as well as other academic staff.
- In liaison with the Head of Senior School, Pastoral Director and Assistant Heads of School, help advise on academic options including subject choices.

### **Communication**

#### **The Housemaster or Housemistress will:**

- Establish a good working relationship with parents / guardians of all students in the house as quickly as possible.



- Along with the tutor, be a point of communication with parents. This contact should be as regular as possible so that if a crisis occurs good relationships are already in place. This will include attendance at Parents' Evenings.
- Where necessary, and in liaison with the tutor, act as a point of contact between a student and their teachers as well as liaising with the Pastoral Director and other members of the Senior Management Team.

### **Other Responsibilities**

#### **The Housemaster or Housemistress will:**

- Build and maintain a strong relationship with the 'partner' House including mixed delivery of PSHE when appropriate, tutor groups working together and combined groups for House events and competitions.
- Coordinate the organisation and staffing of FridayOne when necessary.
- Keep records on each student, filing all correspondence and noting events of significance, both positive and negative.
- Enforce all policies set out in the School Rules and strive to maintain uniformity between Houses in any sanctions that have to be applied. Escalate serious breaches of school rules to the Pastoral Director and, where appropriate, the Head of Senior School.
- Run House Assemblies.
- Allocate students to tutor groups.
- Attend Housemaster/mistress meetings and run House tutor meetings.

### **Boarding Duties**

#### **The Housemaster or Housemistress will:**

- Be on duty for one weekend in four to support the Full Boarding team.
- Take on a three term position as Boarding Coordinator (Head of Boarding) in a rotation with the other BHsMs.
- Ensure the smooth, safe and efficient running of his/her Boarding House.
- Work as part of a team for the good of the whole boarding community with the other Housemasters and Housemistresses.
- Be available at all reasonable times for house staff, parents, and pupils.
- Undertake periodic fire drills, fire alarm tests and maintain a record of these.
- Ensure that boarding staff, parents and students understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based.
- Plan, implement and review structures of staff supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the school's charge (including meal times, weekends, and on house expeditions and outings); to ensure that adequate arrangements for 'back up' cover are made.
- Keep a record of attendance/non-attendance.
- Produce duty rotas for non-resident and resident staff covering all aspects of the school day and week, including mornings, evenings, weekends, back up and on-call cover.
- Cover for absent colleagues in the boarding house, ensuring that all protocols and procedures are adhered to the best of his/her ability.



- Liaise with the matrons and school nurses to ensure that pupils' medical requirements are properly catered for, encourage students to adopt a healthy lifestyle.
- Liaise with the matron to ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the house, with respect.
- To help organise and attend meetings/interviews/tours/Open Days and other key boarding and school events with students, parents and prospective parents and their families as and when required.
- Be responsible for the expenditure of the House budget and to ensure that proper accounts are kept, for use by the Financial Manager.
- Ensure that conditions and supervision in evening homework sessions are conducive to effective academic progress.
- Maintain those pages of the school website that pertain to the boarding house ensuring that information is accurate, up-to-date, pertinent and wherever possible gives a positive impression of the boarding house and school.
- Assist in the compilation of boarding house information for school publications such the Year Book and also newsletters.
- Keep appropriate student records with regard to their progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may be reasonably required to the Pastoral Director and other appropriate persons.
- Counsel students, at a time and in a place which is conducive to good communication, concerning emotional, academic, social or behavioural problems they may have; if appropriate to inform the School Counsellor, Pastoral Director or Head of School; to fulfil the requirements of the school's policy on child protection.
- Liaise where appropriate with all staff including guards, cleaners, catering staff, grounds personnel, maintenance staff, drivers etc, in conjunction with the HOB to ensure that the buildings are secure and that the fabric of the boarding house is upheld throughout the day, week, term and holiday periods.
- Run a house bank and subject the accounts to annual audit.
- Act as key holder for the boarding house and to be resident in the boarding house.
- Liaise with Food Services Manager with regards to feedback from students and parents on BH food issues.
- Hold a valid first aid qualification and Bruneian driving licence, class 3.
- Undertake suitable risk assessment for activities within and outside of the Boarding House. Keep suitable records of risk assessment.