



BRANKSOME HALL ASIA

INTERNATIONAL SCHOOL FOR GIRLS

Title: Boarding Don/Teacher Advisor

Reports to: Head of Boarding, Heads of House, Heads of School

Functional Relationships: Principal, Heads of School, Deputy Heads of School, Boarding Don/Teacher Advisor, Faculty, Advisory Teachers, Social Counselor, School nurses, Parents

Date updated: December 2020

Key Responsibilities

TO ENSURE BOARDING GUIDELINES ARE MAINTAINED AND ADHERE TO THE ESTABLISHED CODE OF CONDUCT AT ALL TIMES

- Boarding Dons/Teacher Advisor have a 'Duty of care' to students. Boarding Don/Teacher Advisors are a combination of parent, teacher, and older sister. Whilst challenging, the juggling of these roles and knowing which role best fits each situation that arises is crucial.
- Assist students in their studies by monitoring their progress, tutoring and helping with the challenges of learning English as a second language.
- Maintain Boarding guidelines and supervise appointed quiet hours and lights out in Boarding.
- Participate in the weekly evening duty schedule on a regular basis.
- Assist in Boarding Program planning and act as a chaperone on weekend trips.
- Be involved with the co-curricular life of the School by leading and/or coaching clubs or sports.
- Participate in and/or lead House meetings.

MAINTAIN AN AWARENESS OF THE PROGRESS AND DEVELOPMENT (BOTH PERSONAL AND ACADEMIC) OF EACH STUDENT IN THE BOARDING DON'S/TEACHER ADVISOR APPOINTED FAMILY, AND BE PREPARED TO SHARE OBSERVATIONS AT WEEKLY STAFF MEETINGS WHERE PROBLEM-SOLVING STRATEGIES WILL BE DISCUSSED AND FOLLOWED THROUGH.

- Support and reinforce appropriate values and behaviors in students
- Fulfil an appropriate 'duty of care' in the creation of a positive, happy and responsible residential environment and service for all students.
- Respect and embrace the diversity within the student population.
- Supervise and provide opportunities, which enrich students' personal and social development.
- Plan and implement a wide range of suitable activities for students to enjoy.
- Support the school at school functions (award presentations and special events, orientation and Open Days) and in the promotion of the school at sporting and arts functions.
- Participate, lead and supervise student co-curricular activities each week of the academic year as assigned or nominated for.
- Undertakes other duties as directed by the Head of House.

ENSURE POSITIVE COMMUNICATION AND LIAISON WITH COLLEAGUES, PARENTS/GUARDIANS, SCHOOL STAFF, OTHER PROFESSIONALS AND MEMBERS OF THE LOCAL COMMUNITY IN SUPPORT OF STUDENTS' DEVELOPMENT AND WELLBEING.

- Head of House: Regular contact with regard to duties, responsibilities and issues that may arise.
- Parents/Guardians: Communicate with students' parents/guardian on students' academic progress and social development.
- Faculty: Liaise with teaching staff with regard to Boarding students' academic progress.
- Counsellors/Welfare: Liaise with welfare staff with regard to Boarding students' social, emotional needs and

progress as appropriate.

OPTIONAL IN MIDDLE SCHOOL: PARTICIPATE IN A CLASS WITH MIDDLE SCHOOL STUDENTS UNDER THE LEADERSHIP OF A MIDDLE SCHOOL TEACHER.

- Attend and assist with the assigned mentor teacher/facilitator in your assigned department or Middle School classroom.
- Fulfill the ‘teacher’ professional expectations as laid out in the Branksome Hall Asia teacher’s handbook.
- Promptly report duty of care, critical incident, occupational safety and health matters to senior staff.
- Support and facilitate the Branksome Hall Asia “English language learners” teaching program.
- Works hard to improve work related knowledge and skills.

School Address and Contact Information

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