



PASTORAL DIRECTOR

We are looking for a well-qualified and inspirational Pastoral Director who empathises with the academic and holistic ethos found at top British International Schools. You will need to have a passion for being fully committed to the strategic development of the school, lead the provision of pastoral care and ensuring the absolute highest quality of teaching and learning is accessible to all students. Previous overseas experience is not essential. However, the desire to work in a genuinely international community is.

Jerudong International School students motto is **“Togetherness and Community: Embracing Individuality and Unity.”** Central to this is our Polio Points reward system. Year 7 to 13 students are challenged to act in a way that goes beyond what we would normally ask of them to do. The reward system is based on our six student aims of Leadership, Resilience, Communication, Thinking, Engagement and Integration. They are then rewarded with a Polio Point (as part of the international End Polio movement) which directly contributes to a donation to UNICEF.

This ethos is integrated fully into our journey towards becoming a truly sustainable school community and the goal of becoming a [Green Flag Eco-School](#). Our aim is to ensure that in every area of the school we try to think more carefully about the impact that we are having on our own local community and in the world around us. Beyond this, we encourage the students to think beyond the school campus and look at how their actions can have global effects. The [Sustainable Development Goals](#) is a blueprint to achieve a more equitable, peaceful and sustainable world for everyone. The school aims to inspire our students to be socially responsible, global citizens equipped to deal with the challenges of the 21st century. We believe that this image above encapsulates our focus for every student and teacher in the Senior School.

To apply, please submit a letter of application and CV as part of the Application Form found in the Employment section on the school website (<https://www.jerudonginternationalschool.com/about-jis-brunei/employment>), 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). CVs without an accompanying Application Form will not be accepted. Applicants submitting an incomplete Application Form will not be shortlisted.

The closing date for applications is **Thursday, 20th January 2022** although early applications would be most appreciated. Interviews will be by Google MEET or Zoom commencing on **Monday, 24th January 2022**.

Applicants who have not been contacted by **Monday, 21st February 2022**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.

The successful applicant must be available to commence employment in **August 2022**.

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 over 1600 students on roll, aged 2-18 (6th Form of c350).
- 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).
- c175 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.

Safer Recruitment

The safe recruitment of all colleagues (including consultants/ contractors/ supply teachers, activity providers and volunteers) in schools is the first step to safeguarding and promoting the welfare of children in education.

At Jerudong International School we ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.

As part of the safe recruitment procedure, we will require the following information prior to starting work at JIS:

- Up to date police records from a teacher's country of origin and previous country of employment.
- Two references, one of which must be from the current employer. If a teacher has worked in two or more schools, within 5 years, telephone contact will be made with those schools to ask why the teacher is leaving and if there were any concerns of a safety nature with children.



Job Description

Position:	Pastoral Director
Accountable to:	Principal/Vice Principal - Head of Senior School
Line Management:	Assistant Heads of Senior School 7-9, 10-11 and 12-13, HsMs, Counselling Team and Boarding Co-ordinator
Committees Member:	SLT, SMT, HsMs and Boarding HsMs

Professional Duties

The Pastoral Director has primary responsibility for the provision of pastoral care within the school including line management responsibility for the counsellors, Heads of House and members of the Senior Management Team. They should develop the ethos of the Senior School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication	Leadership
Thinking	Integration
Engagement	Resilience

Overall Responsibilities:

- Advise, support and guide the Vice-Principal - Head of Senior School and deputise in their absence if appropriate.
- Take collective leadership responsibility for maintaining a culture of purpose, discipline and ambition in the Senior School.
- Overall responsibility of the behaviour and welfare of all students in the Senior School.
- Member of the Senior Leadership Team & Senior School Management Team.
- Draft pastoral and behavioural whole school policies.
- Be the whole school designated safeguarding lead. Liaise with other members of the Safeguarding Team.
- Line manage the Boarding Co-ordinator, support and collaborate their work in continuing to enhance our boarding provision for all weekly and full boarding students.
- Lead the Well-Being Programme for colleagues and students in the Senior School.
- Managing the quality and delivery of pastoral and safeguarding INSET.
- Working closely with the Academic Director on reporting and subject choices.
- Contribute to pastoral policy making.

Leadership and Management:

- Line manage the Assistant Head of Senior Schools (7-9, 10-11 and 12-13), HsMs and Counselling Team.



- Chair HsM meetings.
- Pastoral support for HsMs.
- Mentor, develop and appraise some HsMs.
- Line manage the School Counsellors.
- Line manage the Life Skills Co-ordinator.
- Line manage Diversity, Equity and Inclusion Co-ordinator.

Pastoral and Academic Care:

- Oversee the provision of pastoral care within the school.
- Support the organisation and running of Senior School Assemblies.
- Oversee the effective induction of Senior School students and the determination of appropriate student groupings.
- Promote standards of conduct, discipline and proper regard for authority and the encouragement of good behaviour among Senior School students.
- Work with HsMs, Vice Principal and Principal (where appropriate) regarding serious discipline and exclusion issues.
- Develop a culture of high attendance and high achievement.
- Handle student disciplinary cases that may arise.
- Ensure a high level of provision for the pastoral needs and well-being of every student.
- Liaise with parents, carers and external agencies as required.
- Counsel students.
- Act as an advocate for students.
- Track the academic progress of students.
- Allocating tutors and overseeing tutor development.
- Encouragement and development of Student Voice throughout the school through School Councils and Student Mentoring.
- Develop strategies, with students and parents, that enable individuals to achieve their best outcomes.



PERSON SPECIFICATION FOR THE ROLE OF PASTORAL DIRECTOR

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Degree 	<ul style="list-style-type: none"> • Other professional qualifications • Relevant professional development that prepares the applicant for this post
Knowledge and Experience	<ul style="list-style-type: none"> • Good understanding of the needs of international students • Outstanding teacher with outstanding pupil outcomes • Excellent understanding of relevant curriculum • Excellent understanding of use of a range of data to improve outcomes • Excellent understanding of Safeguarding and Child Protection policies and practices • At least two years relevant experience at senior level in a similar school • Experience of leading/co-ordinating professional development opportunities • Evidence of strategic planning to raise standards for all students • Proficient ICT user • Awareness of innovative thinking and practice in education 	<ul style="list-style-type: none"> • Experience in more than one school • Experience working overseas • Up to date knowledge of current education issues • Awareness of innovative thinking and practice in education • Experience of developing the practice of others • Both pastoral and academic leadership experience





<p>Professional Skills</p>	<ul style="list-style-type: none"> • Assessment, consultation and communication skills (both verbal and written) • Presentation and facilitation skills • Strategic planning • Problem solving and crisis management skills • Commitment to supporting and developing a holistic approach to student well-being • Ability to enhance a balanced curriculum to enable students to achieve their full potential • High expectations and aspirations for pupils and staff • Form and maintain excellent effective relationships with all stakeholders in the community 	<ul style="list-style-type: none"> • Inspirational role model to others in school
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A high level of empathy and emotional intelligence • A leader with presence who is highly approachable to staff, students, parents and external agencies • Successful involvement in recruiting and appointment of staff • Strong commitment to developing and raising standards of the school • Ability to use initiative, inspire and develop leadership in others • Values diversity and the unique contribution that every individual makes to the learning community • Caring, positive, open and honest • Dedicated and hard working 	<ul style="list-style-type: none"> • Champion for children • Proactive in self-development





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