

The Regent's International School, Bangkok

Job Description – Head of Girl's Boarding

Job Title: Head of Girl's Boarding

Reports to: Head of Boarding and Principal

Contacts: Staff and Boarding Students

The Head of Girl's Boarding will act as a suitable role model to all boarders and have overall responsibility for the welfare of all boarding girls.

The successful candidate will be accommodated in the Girl's boarding house in a self-contained flat that has three bedrooms.

The Head of Girl's Boarding will have the support of two live-in full time assistants plus Gap students.

Main Responsibilities

1. To ensure that the overall pastoral care and supervision of the Boarders is of the highest standard.
2. To ensure that all staff working in the boarding houses comply with the Health and Safety policy and all other appropriate procedures of the School.
3. To ensure that the CIS and/or Boarding School Association Minimum Standards are met.
4. To work closely with the head of boarding and meet regularly both formally and informally to discuss boarding matters.

Pastoral Care of Boarders

1. To ensure that there is adequate supervision of the boarding houses.
2. To ensure that all staff act in accordance with and apply the school rules.
3. To ensure that any complaints are dealt with promptly and reported appropriately.
4. To ensure the successful induction of all new Boarders joining the house.
5. To provide a sympathetic presence in the Boarding house and to be sensitive to those who are having difficulties adapting to boarding life or school.
6. To be responsible for the welfare and promote the happiness of Boarders.
7. To oversee every day discipline of the girls in the boarding house to ensure that all Boarders are treated fairly and consistently.
8. To initiate and participate in activities for the Boarders throughout the week and to facilitate the involvement of all Boarders and staff in Boarding and school activities.

Health, safety and medical

1. To be responsible for the overall general health and well-being of those in the boarding house.
2. To respond immediately and effectively to medical emergencies in a manner as outlined in the School Boarding House Policies
3. To ensure Boarders keep routine appointments and ensure a suitable escort (Boarding Assistant) is provided for them to the hospital or dental surgery.
4. To monitor the welfare and progress of any sick student confined to their rooms during or out of school

hours and to inform the Board, Principal and parents of their progress.

5. To ensure that Boarders' health records are up to date and stored securely.

6. To ensure that any medication is safely administered according to the School Boarding House Medical Policy.

7. To ensure that all boarding staff are familiar with the School's Code of Practice for Health and Safety and all other appropriate policies and procedures.

8. To observe and ensure that each student adopts a healthy eating regime.

9. To ensure that all students follow a healthy and hygienic personal care regime.

Administrative

1. To be aware and knowledgeable of all Boarding Policies and the standards of the Boarding School Association (BSA) and to put them into practice at all times.

2. To liaise with house staff regarding Boarders' trips and activities.

3. To ensure that all trips have been planned in accordance with Health and Safety and pupil / staff ratios.

4. To organise transport and all meals as required during the week, weekend and holidays.

5. To ensure that all student flight arrangements are received and agreed in advance of school holidays.

6. To ensure all handbooks and website details are up to date.

7. To collect and collate information for the Boarders' Newsletter each month and to pass on to named individuals for publication.

8. To arrange cover for weekend and prep activities.

Details of the appointment:

1. This is a full-time residential position.

2. The offer of the post is subject to statutory clearance by Police check

3. The appointment will be subject to three satisfactory references, one of which must be from the candidate's most recent Head of School or employer.

4. Salary, terms and conditions to be discussed at interview.

Details about Regent's School, the first boarding school in the city of Bangkok can be found on the school's website www.regents.ac.th