



Saint Andrew's International High School

BOARDING MASTER/MISTRESS

JOB DESCRIPTION

Job Title: Boarding Supervisor

Responsible To: Head of Boys' Boarding/Head of Girls' Boarding

SAIntS is committed to safeguarding and promoting student welfare - full background checks will be conducted.

SAIntS proudly champions diversity, equity, inclusion, justice, and belonging in all we do.

Job Overview:

Boarding at St. Andrew's International High School has grown steadily over the past few years, from around 70 boarders in total to now over 60 boarders in one house, and we expect this growth to continue. To meet this expansion and ensure the highest standards of care, the school seeks Boarding Masters and Boarding Mistresses to join the boarding team.

The Boarding Master/Mistress is responsible for the care, supervision, and well-being of students residing in the boarding house. This role involves fostering a safe, supportive, and structured environment while promoting students' personal, academic, and social development.

Person Specification

Qualifications:

- Minimum of MSCE certificate.
- Diploma in Education or a relevant field.
- Bachelor's degree will be considered an added advantage.

Skills and Attributes:

- Passion for working with young people and supporting their development.
- Experience working with young people in an educational or similar setting.
- Strong interpersonal skills and ability to relate well to the school's ethos and values.
- Team player with a collaborative approach.
- Dynamic and adaptable individual who can handle diverse situations effectively.
- Computer literate with basic proficiency in common applications.
- Ability to speak Portuguese will be considered an added advantage.

Commitment:

- Willingness to work during weekends and public holidays as required.

Key Responsibilities:

Student Welfare and Supervision

- Ensure the safety, security, and well-being of all boarding students.



- Supervise students during designated times, including mornings, evenings, and weekends.
- Monitor student behaviour, addressing concerns and enforcing boarding house rules.
- Support students in developing independence, responsibility, and self-discipline.
- Accompany sick boarders to referral hospitals when required.
- Liaise with kitchen staff regarding break food.

Pastoral Care and Support

- Act as mentor, providing emotional support and guidance to students.
- Establish friendly, professional, trusting relationships with boarders in loco parentis role.
- Promote a positive and inclusive atmosphere within the boarding houses.
- Be available to listen to students' concerns and liaise with pastoral staff or counsellors.
- Assist students in maintaining good hygiene, health, and well-being.
- Arrange and facilitate year group meetings in boarding.
- Follow up academic and behaviour matters concerning boarders in their year group (e.g., reports, planners).
- Routinely shadow students to their lessons to appreciate boarders' learning experiences.
- Establish a good working relationship with HOYs of boarders one is responsible for.

Household and Administrative Duties

- Oversee daily routines, including mealtimes, study periods, and bedtimes.
- Conduct regular room checks and ensure cleanliness and orderliness.
- Maintain records of attendance, incidents, and student concerns.
- Report maintenance issues and ensure facilities are well maintained.
- Liaise with the laundry department regarding laundry requirements and housekeeping procedures.

Communication and Collaboration:

- Work closely with other boarding staff, academic staff, and school leadership.
- Keep parents/guardians informed about students' welfare and progress.
- Attend meetings and contribute to the development of boarding policies and procedures.

Health and Safety:

- Ensure compliance with school policies and child safeguarding regulations.
- Administer first aid when necessary and respond promptly to emergencies.
- Assist in conducting fire drills and lockdowns to ensure students understand emergency procedures.

Extracurricular and Community Engagement:

- Organise and supervise recreational activities, trips, and events for boarders.
- Encourage participation in extracurricular activities and community service.
- Help foster friendships and a sense of community among students.