



Saint Andrew's International High School

# HEAD OF GIRLS' BOARDING

## JOB DESCRIPTION & PERSONAL SPECIFICATION

**Job Title:** Head of Girls' Boarding

**Responsible To:** Assistant Headteacher

### Position Overview:

Boarding at Saint Andrew's International High School has grown significantly over the years, from around 70 boarders in total to now over 120 boarders. In response to this growth, the school is seeking a dedicated Head of Girls' Boarding to lead and manage the girls' boarding provision. At a recent COBIS (Council of British International Schools) accreditation, it recognised the many strengths of our boarding provision, providing a home from home experience.

The Head of Girls' Boarding is an important Middle Leadership position within the school. The remit for this position is to ensure that female boarding students feel safe, comfortable, and supported in their second 'home' with their boarding family. The Head of Girls' Boarding will demonstrate empathy for young people and a commitment to the holistic nature of boarding education. Like a parent, she will nurture the boarding students to develop personal growth, emotional maturity, and the social and cultural norms expected of international students.

She will also work collaboratively with the **Head of Boys' Boarding** to ensure consistency, equity, and shared best practice across the boarding provision.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### Qualifications

#### Essential

- A Bachelors' degree (preferably in Education, Psychology, Social Sciences, or a related field)
- First Aid certification (or willingness to complete training)
- Valid Safeguarding and Child Protection certification (or willingness to obtain)

#### Desirable (Advantage)

- Teaching qualification (e.g., PGCE or equivalent)
- Previous experience in an international school setting
- Experience working in boarding leadership
- Training in counselling, mental health, or adolescent development



## Key Responsibilities

### Management Duties

- Lead the team of girls' boarding staff and oversee the smooth running of the girls' boarding house.
- Ensure compliance with regulatory requirements and liaise with the school leadership team during inspections.
- Maintain accurate records of boarders' whereabouts.
- Align boarding policies with school policies, ensuring best practice.
- Be a visible and active presence in the girls' boarding community.
- Develop both day-to-day operations and long-term strategy for the girls' boarding house.
- Motivate and inspire boarding staff, fostering a warm and professional atmosphere.
- Collaborate with the Head of Boys' Boarding to coordinate joint initiatives, share resources, and ensure parity of care across boarding.
- Organise and lead boarding staff meetings, ensuring accurate minutes.
- Lead aspects of student and staff induction.
- Build strong relationships with parents and guardians.
- Manage student exeat requests, discipline, and welfare concerns.
- Review and update the boarding handbook for parents and students.

### Supervision of Boarding Staff

- Ensure boarding houses are fully staffed and welfare needs of staff are met.
- Communicate staff rotas and ensure suitable cover during absences.
- Review job descriptions and provide induction, training, and ongoing development.
- Be in residence at the start and end of each term to oversee arrivals and departures.

### Care, Welfare and Development

- Act in Loco Parentis for all girls in the boarding house.
- Ensure adequate supervision and safeguarding.
- Promote zero tolerance of bullying.
- Run inductions for new boarders.
- Refer concerns to the Designated Safeguarding Lead and counsellor.
- Prioritise safeguarding, welfare, health, and safety above all else.
- Encourage collective responsibility and peer support.
- Know each student personally and support their academic, social, and personal welfare.
- Monitor attendance, behaviour, and wellbeing, taking appropriate action.
- Handle emergencies, including hospital visits.
- Work collaboratively with the community nurse and school nurse to ensure proper medication administration and compliance.
- Attend first aid and fire safety training, conduct drills, and ensure protocols are followed.
- Support students in developing independent living skills for life beyond SAIntS.

### Health & Safety and Safeguarding

- Ensure exeat permissions are properly authorised.
- Apply risk assessment procedures to all activities and trips.
- Comply with health and safety requirements, including fire evacuation.
- Keep centralised records updated.
- Participate in pastoral and boarding team meetings.
- Undertake safeguarding and child protection training.

## Contact with Parents

- Maintain positive relationships with parents and guardians.
- Ensure parents understand the aims and objectives of SAIntS Boarding.
- Keep parents informed of their child's progress and wellbeing.
- Seek consent for medical treatment wherever possible.

## Additional Responsibilities

- Carry out any reasonable duty or task as directed by the Assistant Headteacher, responsible for boarding or the Head Teacher.
- Collaborate closely with the Head of Boys' Boarding to ensure a unified approach to boarding across the school.

***This job description can be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of SAIntS in relation to the post holder's professional responsibilities and duties.***