



HEAD OF BOARDING

JOB PROFILE

Introduction

Brookes Moscow International Day & Boarding School is searching for a highly professional and experienced Head of Boarding. The Boarding House of Brookes Moscow is situated inside the Huaming Complex, on secure floors and offers premium boarding facilities for its students, aged 10 – 18 (Years 5 – 13) The Head of Boarding will work with a team of suitably trained and experienced staff in the Boarding House, and will work an appropriate number of days within the day school.

Core Purpose of Role:

To provide outstanding care for boarders at Brookes Moscow whilst leading and managing the boarding house in accordance with the current international standards for boarding schools (BSA)

Reports to:

Director of School

Professional Attributes and Qualifications:

- Education to Degree level
- Experience of working with young people in a residential environment
- Ability to lead and manage a team consisting of teachers and support staff
- A willingness to engage in further professional development
- An interest in sport, music, art or drama
- First aid qualification [desirable]
- Sport or coaching qualification [desirable]
- Counselling skills qualification [desirable]
- International recognized boarding qualification [desirable]

Specific Responsibilities and Duties:

- To provide outstanding care for students in boarding by creating an ethos which is supportive, provides clear boundaries and expectations and sets the highest standard, in all aspects of boarding.
- To undertake the duties and responsibilities of a Head of Boarding.
- To support the Director of Schools in implementing the aims and objectives of the school in accordance with the School Improvement Plan.
- By being responsible to, and working with the Director of Schools, to ensure that the minimum standards for boarding schools (BSA) are fully met in accordance with inspection regulations.
- To provide termly reports on the boarding house
- To be responsible for the leadership, management and organization of the boarding house and its

routines, including staffing, accommodation, resources, maintenance and development of facilities.

- To be responsible for health and safety in the house and liaise with the Director of Administration responsible for health and safety on site.
- To manage the delegated budget for the boarding house in association with the school's Director of Finance.
- To regularly review and update documentation relating to the boarding house 'Parent' and 'Staff' handbook and crisis file. To ensure that key monitoring files are maintained and updated.
- To be responsible for monitoring and reviewing routines in the boarding house.
- To contribute to and ensure that the aims and objectives of the Boarding Development Plan are implemented.
- To take part in staff performance management on an annual basis.
- To undertake professional development training as required.
- To be familiar with the school's code of practice for Child Protection and other policies on the school website.
- To keep the Designated Safeguarding Lead informed of any issues relating to students or other matters in boarding.

Leadership and Management of Boarding Staff

- To lead, manage and support all boarding house staff.
- To take line management responsibility for identified staff in the boarding house under the school's performance management arrangements.
- To oversee the continuous professional development of staff within the house.
- To take responsibility for liaising with support staff who may be working in the boarding house.
- To organise staff cover for boarding duties.
- To organise and lead House staff meetings.
- Oversee the house tutor system and to review its effectiveness.
- To attend weekly staff briefing meetings, to share information with teaching staff as appropriate.
- To monitor food quality at mealtimes and to ensure feedback from students is acted upon.

Students

- To be responsible for the care and welfare of the boarders in the house and to engender a feeling of respect and trust between boarders and the staff working in the house.
- To liaise with external agencies/partners to ensure the safety and welfare of all boarders is met.
- To liaise with boarders' teachers (or a house tutor if necessary) to ensure that every boarder fulfils their academic potential and inform staff of any issues relating to boarders' performance.
- To be responsible for the care, supervision, cleanliness and presentation of students, co-ordinating and liaising with other staff as necessary.
- To be aware of the school uniform requirements of students, and to ensure that they have all items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing.
- To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters.
- To organise the induction for new students joining the school and to ensure that any settling problems



are resolved.

- To provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with House and other staff concerning the progress and welfare of pupils.

Health and Medical

- To be responsible for the general health & well-being of those in the House, holding 'surgeries' at appropriate times.
- In the case of any doubt or concern, to refer medical matters to the School Nurse
- To deal with routine medical appointments, escorting students as needed to the surgery or hospital.
- To ensure that the drugs, equipment and dressings in the medical room are in date and re-stocked.
- To liaise with the nominated pharmacist re: the storage and administration of non-prescribed medicine.
- To ensure that appropriate student records are kept up to date and that they are stored securely; to liaise with school staff as appropriate e.g. (Head of School, form tutor), in order to share any health or main medical concerns.

Domestic

- At the end of term, to supervise the clearing up and cleaning of the House; to carry out a check on all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required. To advise on the replacement or renewal of bedding, fixtures and furnishings.
- At the end of the vacation, to supervise the preparation of dormitories & bedrooms for the new term; to carry out a check on all furnishings to ensure that they are in good order, repairs carried out, that rooms are clean & presentable.
- To participate in the instruction and induction of domestic staff allocated to work in the House, following any administrative arrangements made by the Director of Administration (DOA); to advise the DOA on domestic requirements and problems involving staff.
- To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage and use.

Package

- Salary: Highly Competitive
- Fully furnished apartment within the Boarding House
- Work phone & computer laptop provided
- World Class Gym Membership provided
- Local Medical Insurance provided
- Retention and performance bonus (annual)
- All meals, during term time provided
- Use of all Brookes Moscow facilities.

This job profile is not exhaustive, and it is expected that the postholder will be flexible in their approach. It is also adaptable in consultation with the Director of Schools, when agreeing the final job description - ensuring that the core purpose remains.