



Job Description Form

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Boarding Coordinator	Reference: December 2020
Function/Department	Boarding	Location: Australian International School/Nanyang Girls Boarding School
Manager Title	Head of Boarding	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

This role is a member of the Boarding School Team and suited to a candidate with a passion to work with youths to shape their academic, social and emotional development in a multi-cultural residential environment.

The Boarding Coordinator will work at the boarding campus with the potential to travel into the various school campuses when necessary. The key responsibility of this role is to ensure that day-to-day operations of the boarding house are met and aligned to the school's strategic goals.

Responsibilities

- Serve on the Boarding School Team to ensure the safety and well-being of all students in the boarding program as well as participate in developing a nurturing and fun boarding community
- Support the Head of Boarding in managing administrative systems to ensure the smooth running of the boarding house, such as:
 - Boarder enrolment
 - Bus service arrangements
 - Insurance arrangements
 - Boarding school tours for prospective families
- Contribute to the development of policies and procedures to ensure the positive growth and development of boarders accessing the boarding programme.
- Work with relevant members of the school community to ensure seamless support of boarders between boarding and school.
- Be available when needed to complete a roster of at least one weekday evening shift followed by an early morning shift, and one emergency-on-call duty per month
 - Weekday evening shift: 4:00pm to 11:00pm (6 hours excl. dinner)
 - Weekday early shift: 7:00am to 2:00pm (6 hours excl. lunch)
 - Emergency-on-call: 11:00pm to 8:00am
- Plan monthly community activities
- Manage the movement, behaviour, and hygiene of students; Track and record any changes to students' well-being and behaviour, and participate in regular updates about Boarders with the Boarding Team
- Liaise with School staff (Principals, teachers, homeroom teachers, nurse, counsellors) on any issues related to boarding students
- Communicate regularly with parents and guardians about well-being of Boarders and be available to answer any questions or concerns from parents and guardians
- Participate in Boarding Staff Orientation and Training including CPR/First Aid, Safe-guarding, and other trainings as



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deemed necessary by the Head of Boarding

- Maintain effective and positive communication with the Head of Boarding, other Boarding Parents, Secondary School Principals, Parents and guardians, teachers, and other school personnel

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Have concern for the wellbeing of young people and enjoy interacting with Secondary School aged students (11-18)
- Preferably have previous experience working in a Boarding School and working with Secondary School students
- Enjoys working on a team to build a positive and nurturing community
- Energetic and enthusiastic; a team player
- Able to work in a fluid environment with multiple happening concurrently – interruptions from students, parents, visitors and colleagues are constant
- Good communication skills; being able to speak Mandarin a plus
- Good references on request
- Proficient in using computers
- Suitable for fresh graduates or beginner teachers

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required

Contacts

- Head of Boarding, Boarding Tutors
- Other AIS Teaching and Non-Teaching Staff
- Other Cognita staff
- Parents, Guardians, and Students

Working Conditions

- Work at Nanyang Girls Boarding School campus
- If currently a teacher then will be given reduced teaching time to account for boarding role (73% boarding role)
- Working hours are subject to duties assigned of no more than 3 hours per day on active boarder management and contact time (not including trainings and meetings)
- 40 hours of work per week

Terms of Employment

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Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required