

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 (Maternity Cover – April to December 2024)	Reference: February 2024
Function/Department	Secondary	Location: AIS
Manager Title	Assistant Head of Secondary School - Wellbeing	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

This role is responsible for the care of Boarding Students during school hours. The Boarding Co-ordinator supports the Secondary School Wellbeing Team to provide safe, effective, and comprehensive care of students at the boarding house. Moreover, the Boarding Co-ordinator will liaise with boarding parents to ensure effective pastoral care of boarding students. The Boarding Co-ordinator will be a point of contact at AIS for boarding parents/guardians and staff at the boarding house to help ensure the overall physical, emotional, and pastoral care of all boarding students.

Specific Responsibilities

- Develop positive relationships with all boarders
- Work with the Secondary School Wellbeing Team to ensure the safety and well-being of all students in the boarding program as well as developing a nurturing boarding community.
- Attend Secondary Wellbeing Team meetings to discuss, track, and record any changes to students' wellbeing and behaviour.
- Initiate and participate in regular communication with School Wellbeing and Academic Teams and be responsible for updating the School on all issues related to the Boarding Program. This would include but not limited to monitoring of student attendance and performance on academic assessments.
- Work closely with the International Students Coordinator to ensure all international students receive the highest care possible.
- Liaise with School Nurses and School Counsellors to support physical and emotional wellbeing of all boarding Students.
- Coordinate with boarding Staff on any issues related to the Boarding Program.
- Serve as liaison between the boarding house and AIS.
- Assist the transition of students from the Admissions Department into the Boarding House. Act as the main contact for the Boarding Program if parents/guardians are unable to be reached.
- Lead the planning and execution of monthly community activities
- Work with Oldham Hall to facilitate participation of Cognita students with in-house activities.
- Work with staff from AIS to ensure full integration of Boarding Students with the broader school population. This will include but not limited to facilitating activities with AIS staff and students.
- Ensure all policies are updated, distributed, and understood by Boarding Students.
- Ensure compliance of the Boarding Program with key regulatory bodies - CPE, IBO, CIS and other relevant accreditation bodies

- Work with the Marketing and Communications Team to produce material which promotes the work of the Boarding Program.
- Weekly check in with students to support their academic and emotional well-being

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. 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, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager 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 (12-18)
- Preferably have experience working with Boarding students
- Preferable experience having worked with Secondary School students
- Experience working with a team to build a positive and nurturing community
- Energetic and enthusiastic
- A team player
- Excellent communication skills
- Being able to speak Mandarin a plus
- Good references on request
- Proficient with technology.

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Minimum 3 years experience in a similar environment / capacity advantageous.

Contacts

- Boarding Parents
- Boarding Students
- Boarding House Staff
- Head of School
- Head of Secondary School
- Secondary Wellbeing Team
- Admissions Department

Working Conditions

- Role will be based at the AIS campus with occasional visits to boarding house where necessary
- 40 hours of work per week
- Attend staff meetings and trainings as required
- Regular engagement with Boarding House
- Expected to participate in some duties outside of work hours

Terms of Employment

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. Appointment is subject to an enhanced 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
- Annual Leave: 21 days Annual Leave
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required