



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

Oxford International College Head of Boarding

The College

Oxford International College is an international boarding school based in Oxford. For the right candidate, this is an exciting and highly rewarding opportunity to lead and develop the current boarding program, and assist with its academic trajectory within Nord Anglia's world-class international network of schools. The College's curriculum is based on the proven success of Oxford International College's three strand curriculum model which has led to outstanding academic outcomes; OIC Oxford is at the top of the UK league tables, preparing our leavers for the most competitive courses at the world's best universities. The successful candidate will play a crucial role in supporting the College' strategic direction, both in terms of increasing pupil numbers and developing a world class culture of personal development.

The Role

The Head of Boarding will lead four boarding houses located in different locations across Oxford. The Head of Boarding will lead a team of around 18 staff members, including Houseparent's, Wardens, Weekend Wardens and Day Staff. This Role is **Non-Residential**.

As a member of the College's Pastoral Leadership Group, the Head of Boarding will be expected to be involved in, and to make a pro-active contribution to, the pastoral life of the College and the quality of our boarding provision.

More specifically, they will be one the College's Deputy Designated Safeguarding Leads, and as such will have responsibilities with regards to safeguarding and child protection. They will have responsibility within the boarding framework for:

- Supporting the well-being of and safeguarding our boarders;
- Issues relating to behaviour and discipline of boarding students;
- Safeguarding and child protection;
- Overseeing and contributing to the development of the College's boarding provision; and
- Supporting the Deputy Principal Pastoral & DSL on boarding and pastoral regulatory compliance.

The associated duties and responsibilities of this position can, generally, be broken down into: Leadership and Management; Operations and Facilities; Student Behaviour, Welfare and

Leadership; Communication; Financial Management; Induction, training, safety and regulations. The expectations of the role should be read as indicative rather than exhaustive. You should therefore expect to be asked to help colleagues in other tasks or departments when the need arises and/or to take on other tasks and responsibilities for work which you are suitably qualified.

Areas of Responsibility

Leadership and Management

- Lead and manage a team of Heads of House and Boarding Staff to ensure excellence in the delivery of boarding provision and in the experience and well-being of all boarding students;
- Conduct annual appraisals for boarding staff, developing systems to appraisal and quality assurance within the boarding houses;
- Chair and schedule regular Head of House meetings, in liaison with the Deputy Principal Pastoral;
- Train and act as a Deputy Designated Safeguarding Lead.

Operations and Facilities

- Oversee boarding houses including protocols, regulations and parity across houses where possible;
- Oversee the boarding rota, including the liaison with boarding houses regarding staff;
- Be responsible for drafting a comprehensive emergency cover rota for weekends;
- Take responsibility for the central record of boarding complaints and concerns, which are held in the boarding file;
- Arrange cover within boarding houses as required;
- Liaise with the Estates and Facilities Manager regarding repairs and decorating where relevant;
- Escalate issues of maintenance and IT as needed;
- Plan for and oversee the replacement of furniture and other items in boarding houses in collaboration with Heads of Houses;
- Hold a full set of house keys for emergencies;
- Liaise with the Student Services Manager over the cleaning in houses;
- Co-ordinate across the houses arrangements for the start and end of terms.
- Manage the Reach Boarding software and ensure staff are using this correctly

Student Behaviour, Welfare and Leadership

- Be the primary contact for disciplinary incidents in boarding, and report these as appropriate to the Deputy Principal Pastoral and Principal;
- Be available in term time to meet with prospective boarding students;

- Be contactable during the week for emergencies, and on the rota for holding the emergency boarding phone out of hours;
- Liaise closely with the School Nurse about the health and wellbeing of boarding students;
- Develop student leadership roles within the houses; and
- Ensure the implementation and effectiveness of student voice within the houses.

Communication

- Communicate with parents on pastoral and behavioural matters; interventions; responding to pastoral concerns;
- Contribute to and have oversight of documentation relating to boarding including the Student Handbook
- Draft, review and amend all boarding documents annually with the Student Services Manager. This includes, but is not limited to, those documents relating to: Sanctions, Boarding Principles and Practice, Sick Students, the Boarding staff handbook, and the Guardian's handbook; and
- Ensure that a comprehensive set of induction material is sent out to new boarders before the academic year.

Financial Management

- Assist with the management of any and all budgets pertaining to House matters;
- Check boarding department invoices and expenses;
- Contribute to setting the boarding budget and allocate it as appropriate;
- Report monthly boarding house occupancy;
- Calculate and sign off relief cover per month and fill in time sheets for the Finance department;
- Ensure the Finance Department holds correct information about boarding charges for students.

Induction, training, safety and regulations

- Ensure a comprehensive induction programme for all new boarders;
- Be responsible for the in-house training and professional development of all residential staff (such as First Aid, Food Hygiene, Fire Training and personal CPD pertaining to their boarding responsibilities);
- Ensure that OIC boarding meets all the National Minimum Boarding Standards requirements, and that evidence is readily available for inspection and that other compliance and regulatory matters are met with within the boarding houses;

Experience

- Bachelor's Degree or higher.
- Strong academic and intellectual credentials.
- Excellent record as a middle or senior leader, with evidence of ability to manage staff and whole school strategic priorities.
- First Aid training, including in the administration of medicines
- Excellent and diverse safeguarding experience and a developed understanding of best practice in safeguarding and student well-being.
- Experience of working in a boarding school environment.
- Knowledge of ISAMS, CPOMS and REACH is desirable.
- Knowledge of the legal aspects of handling personal data (GDPR) is desirable.

Attributes

- Highly developed interpersonal and relationship building skills.
- Excellent organisational and administrative skills, with high levels of digital competency.
- Supportive, approachable, and positive, with excellent communication skills and a developed ability to empathise.
- Appreciation and understanding of the context of international education, with sensitivity to the diverse needs of international students and their families.
- Flexibility and resilience, with a willingness to 'get stuck in' to the development of a new school and the demands of shaping and guiding that school in its infancy.
- A proven track record of working effectively as part of a team and maintain excellent working relationships with staff and students.
- Ability to prioritise workload, meet deadlines and remain calm and professional under pressure.
- Ability to take day-to-day decisions within agreed parameters, demonstrating a pro-active approach to problem solving which identifies solutions and opportunities.
- A genuine commitment to the values and ethos of the school.
- High levels of personal and professional integrity.

Other Requirements

- Commitment to undertake and pass appropriate courses where a need is identified.

Responsibility and Reporting relationships

This role is responsible to the Principal and Deputy Principal Pastoral for all boarding and pastoral matters within the boarding houses, keeping them informed of any significant issues relating to the behaviour and well-being of boarders and boarding staff.

Role: full time, permanent

Salary: competitive

Other benefits:

- free meals during term-time
- 9 weeks holiday (You are required to be available on bank holidays)
- College pension upon completion of probation period

Start date: ASAP

Applications

The Application Form, full Curriculum Vitae and a covering letter should be emailed to recruitment@oxcoll.com