

JOB DESCRIPTION: Boarding House Parent at the International School of Zanzibar

START DATE: July 2021

POSITION OVERVIEW:

The Boarding House (BH) Parent is responsible for attending to the day-to-day operation of the Boarding House. The BH Parent is to provide a safe, caring boarding environment that enriches the lives of the students in the care of ISZ. To prioritize the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and the ISZ Child Protection Policy. Under the guidance of boarding management, implement procedures in the boarding house and proactively evaluate and improve standards of welfare support for students on various levels.

QUALIFICATIONS:

- Qualified and licensed to work with children
- Previous work experience in a similar role preferred
- Excellent English language skills

PREFERRED SKILLS AND EXPERIENCE:

- Motivated
- Excellent oral and written communications skills
- Excellent interpersonal skills
- Able to work under pressure
- Able to work in a team
- Able to relate to and supervise teenage children
- Able to plan and manage time and priorities
- Reliable
- Honest
- Trustworthy

GENERAL RESPONSIBILITIES:

- Be a visible presence in the boarding house by engaging with the students, checking the state of the student rooms, and getting to know the students on a personal level.
- During the weekend of supervision, the boarding house parent is required to be on campus when any student is present in the Boarding House.
- Attend weekly meetings with all members of the Boarding House.
- Attend meetings with all Boarding House Parents.
- Encourage cleanliness in the Boarding House, including the lounge, kitchen bathrooms and bedrooms, and perform frequent room checks.



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- Monitor stress levels, sleep habits, homesickness and other student concerns; spending informal time with the students.
- Maintain up to date CPR and first aid qualification.
- Engage in annual review to understand strengths and areas for improvement in the Boarding House.
- Enforce rules and expectations and follow through with disciplinary action when necessary.
- Work in partnership with the MS/HS administration regarding planning and decisions regarding the Boarding House.
- Provide the Boarding House Supervisor with regular updates on student behavior.
- Consult with the Boarding House Supervisor regarding any maintenance problems in the Boarding House.
- Eat evening meals with the students.
- Supervision of the study hall times each evening from 7:00 pm to 9:00 pm.
- Follow up on student illness with the Boarding House Supervisor, local health provider and parents when necessary.
- Provide students with a structured, supportive environment.
- Ensure the safety and well-being of students at all times.
- Encourage the co-existence of all races and cultures through understanding and living together.
- Remain in the Boarding House for as long as there are students.
- Be available in the Boarding House at 5:00 pm on Sundays to meet the students as they return from the weekend away.
- Any other duty that may be assigned by the Boarding House Supervisor.

SCHOOL HOURS: 6:00 am to 7:00 am - Monday to Friday
4:00 pm to 9:00 pm - Monday to Thursday

CONTACT: For more information contact info@isz.co.tz