



Boarding Assistant

Bromsgrove International School Thailand (BIST)

This position provides an opportunity for a young energetic character to work in a renowned international school following British standards. It will suit those who enjoy working with children and teenagers of varied nationalities, with a vision to provide and extend first class pastoral care, who love to be challenged in their daily routine and who can take on a position of trust and responsibility.

Roles & Responsibilities

- 1) To ensure that the boarding students maintain a high standard of academic rigor, discipline, behavior, manners and dress at all times.
- 2) To assist other members of the boarding team with the pastoral care and routines of boarding. As such you should be visible, circulate regularly and accessible whenever possible.
- 3) To work with the boarding team to be responsible for the physical and mental well-being of our students.
- 4) To encourage in all pupils a sense of commitment and responsibility to the rest of the School.
- 5) To attend all relevant meetings for boarding staff.
- 6) To inform all boarding staff of parental contact and incidents.
- 7) To ensure that registration of pupils is efficiently carried out and recorded, in accordance with statutory requirements.
- 8) To work with the Head of Boarding and Housemaster/Housemistress to ensure that new pupils are supported so that they settle quickly and feel comfortable in well-established routines.
- 9) To ensure that general School Policies are carried out within the House. It is essential that the policies, which determine the underlying structure of the House, should remain constant across the Houses although these may differ depending upon the age of the boarder.
- 10) To support the boarders with their academic development
- 11) To be actively involved in Boarding events and activities.
- 12) To support the Head of Boarding and Housemaster/Housemistress in creating the Boarding Houses at BIST a "home from home".

Qualification

- 1) Bachelor Degree in English, Education, or a related field
- 2) New graduates are welcome (especially those with work & travel experiences or relevant pastoral work)
- 3) Ability to lead activities for primary and secondary students to include trips and visits
- 4) Strong communication and language skills in English
- 5) An enjoyment of spending time with children
- 6) Excellent interpersonal skills with the ability to work well as part of larger team
- 7) Good organisational and administrative skills
- 8) Required computer skills: Google drive, internet and e-mail

Other benefits: The position comes with free accommodation and food.

Contact:

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