



Job Advert Head of Boarding

South Africa
Cape Town
Reddam House Durbanville
Inspired

Reporting into:	Executive Head
Full Time/Part Time:	N/A
Fixed Term Contract Length:	12 Months
Closing Date for Applications:	12 September 2022
Languages Required	English

Inspired is seeking to appoint **Head of Boarding** to join us on **1 January 2023** on a **fixed term** basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Reddam House Durbanville forms part of the Inspired Education group. Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic and extra-mural environment from ages 3 months to 18 yrs.

We offer a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success. And we believe the Arts are an integral component of premium education.

Our current portfolio of 80+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with ongoing expansion foreseen. This position presents a unique opportunity to join a connected global community.

We take great care when selecting new colleagues to join Inspired Education. We believe true excellence in education is only achieved through an inspiring and passionate team that creates and sustains engaging and inspiring learning environments across our 4 educational pillars of Performing and Creative Arts, Academics, Sport and Service.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff. For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

DURBANVILLE | Mosselbankriver Road, D’Urbanvale Estate, Durbanville, Cape Town, 7550 | Shamwari Close, Clara Anna Fontein Estate, Durbanville, 7550 | PO Box 3915, Durbanville, 7551 | +27 (0) 21 975 6650 | +27 (0) 10 060 4236 | info.durbanville@reddam.house | reddamhouse.com

Early Learning School Head elshead.durbanville@reddam.house Preparatory School Head prephead.durbanville@reddam.house College Head collegehead.durbanville@reddam.house Executive Head executivehead.durbanville@reddam.house

Directors: NM Nsouli, D Colley, RL Rostas, R Nadasen

Inspired Schools (Pty) Ltd 2014/226909/07

OUR SCHOOL

Reddam House Durbanville offers a co-educational, non-denominational, premier, private school environment recognizing, nurturing and developing the individuality of each student placed in our care and encouraging students to maximize their potential. Our school offers a dual curriculum, offering both Cambridge Assessment International and IEB education. Reddam House Durbanville offers a holistic, innovative educational experience, encouraging students to realize their unique gifts, talents and abilities in pursuit of academic excellence. We offer a premium education from 18 months to 19 years old, in the A Level post matric programme. Ideally located in Durbanville, Reddam House Durbanville seamlessly blends Boarding and Day schooling and takes pride in a bespoke learning approach, safeguarding and dedicated pastoral care. We provide premium education from **1 – 2 years old to A Levels as a post-matric option**, to families living in the leafy suburbs of Durbanville, Vredeloof, Welgedacht, Plattekloof, Blouberg, Tableview, West Beach, Melkbos, Kanonberg & Welgemoed. We offer weekly and termly boarding from Grade 6 – 12, providing a home-away-from-home to students outside South Africa & neighbouring countries, including Botswana, Namibia, Zambia, Zimbabwe, Mozambique and Mauritius. <https://www.durbanville.reddamhouse.com/>

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence;
- Network of opportunities &
- Competitive package.

ROLE SUMMARY & JOB PURPOSE

- To adopt a holistic view to children in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them.
- To create a positive learning environment and motivate children to achieve their full potential

The Head of Boarding is responsible for the overall leadership and smooth running of the Boarding establishment (both girls' and boys' boarding), the supervision and guidance of staff and, above all, the safety and welfare of the students. The role involves working closely with other members of the Boarding team of staff and teaching staff across the school, as well as administration staff and the wider community of auxiliary staff that help with the establishment of a fair, productive and happy, social and working boarding environment.

ROLE RESPONSIBILITIES

This position will be responsible for the following:

Pastoral oversight

- Maintain high standards of personal conduct in the boarding houses, in accordance with school policies
- Foster a homely, purposeful and safe atmosphere within the houses
- Induct new boarders and liaise closely with their parents before, during and after their arrival at the school

- Be proactive in seeking to forge excellent personal relationships with boarders, their parents and/or carers
- Oversee the pastoral and academic welfare of all students in the boarding houses and act in loco parentis for boarders during term time
- Carry out daytime and evening duties as agreed with the Head of School
- Carry out weekend duties, on rotation, as agreed with the Head of School

Academic duties

- Be an advocate of boarding across the wider school
- Teach a chosen subject specialism on a commensurately reduced timetable
- Maintain an active interest in the academic progress of boarders in the house and interceding on their behalf as required, for instance, by attending parents' consultations etc.
- Liaise closely with members of teaching staff across the school, as well as administrative staff and auxiliary staff to ensure the smooth running of the house
- Feedback to parents formally, as part of the school's reporting procedures

Administration

- Manage the team of house staff - both academic and domestic - in order to ensure the smooth running of the house
- Ensure that communications sent home, or to students, are read and understood by parents and carers
- Hold regular weekly meetings with the staff operating in the house
- Take responsibility for ensuring high standards amongst the staff, oversee their appraisal in accordance with the school's existing systems for performance management
- Draw up duty rotas throughout the term and ensure that duties are divided up equitably and the house is properly supervised at all times
- Advise on the running of weekend activities, and leading on weekend duties, where required
- Supervise off-site trips for boarders and complete the administrative tasks for such trips as required
- Manage the day-to-day finances of the house and drawing up well-costed plans for future expenditure
- Keep the operations team informed of any health and safety and/or maintenance issues that may arise during the course of the term
- All employees are expected to comply with our School Child Protection and Safeguarding Policy

Other responsibilities

- Be resident in the accommodation provided in the boarding house during term time
- Act as a 'backstop' when staffing issues arise in the boarding house and/or when other circumstances call for extra duties to be taken on
- Be prepared, within reasonable boundaries of expectation, to field queries from parents, students and staff about boarding during the school holidays
- Follow all school policies and procedures as shared and in the various staff handbooks

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p>Inspired Required Standards</p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> • an exceptional EQ • be able to manage the boarding establishment – students, tutors and parents • be an excellent role model • excellent management and organisational skills • excellent inter-personal and communication skills with students, parents and staff • a high level of self-motivation • a passion for growing and developing young men and women • the ability to work under pressure • resilience, flexibility, energy and enthusiasm for solving problems and being innovative • the ability to work respectfully with staff, parents and students in a school environment • an understanding and implementation of the ethos and values of the school • an optimistic, warm, nurturing disposition • understanding of the additional hours and time needed when working in a boarding establishment 	
<p>Skills and previous experience</p>	<ul style="list-style-type: none"> • Experience living and working within a community of students • Experience in the provision of pastoral care to secondary school age students • Management experience and expertise • 	
<p>Qualifications and Accreditations</p>	<ul style="list-style-type: none"> • Teaching Degree or Diploma • PDP Drivers Licence • First Aid qualification up to level 3 • Clear Criminal Record check 	
<p>Personal Competencies and Attributes</p>	<ul style="list-style-type: none"> • An unwavering commitment to the development of students • A demonstrable passion for the profession • Excellent organizational skills • A positive attitude to change • A continuous improvement mindset 	

HOW TO APPLY

- Please send a covering letter and copy of your resumé to the following email address: **barry.nieuwoudt@reddam.house** Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

Due to the current COVID environment, interviews may place via Skype, MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why

they are interested in the position and school (ii) a CV with their details and history of employment and

achievements (iii) at least two referees from a recent/current appointment.

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATIONS

In accordance with Inspired's duty to provide and maintain a safe working environment, a prerequisite to join the Company is that you are vaccinated to safeguard the health interests of our students, staff members, their families, and the community at large from COVID-19.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Reddam House, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

TEMPLATE APPLICATION FORM – SCHOOL STAFF

Introduction

Inspired is 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.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

POSITION APPLIED FOR:	
------------------------------	--

1. PERSONAL DETAILS	
Title (Dr/Mr/Mrs/Miss/Ms)	
First Name and Surname:	
ID Number:	
Current Address:	

Postcode:			
Previous Address, covering the last five years if different from above			
Home Telephone No:		Work Telephone	
Mobile Telephone No:		Email:	
Do you have Qualified Teacher Status?			
SACE Number:			

2. OTHER INFORMATION	
Are you related to any employee of the School?	
If yes, who?	
Please state where you saw this post advertised	

3. EMPLOYMENT			
<p>Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.</p> <p>Please state the reason for leaving each position in full.</p>			
Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving

4. GAPS IN EMPLOYMENT
If there are any gaps in your employment history, please give details and dates

5. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

1. Name		2. Name	
Position		Position	
Address		Address	
Tel No.		Tel No.	
Email.		Email.	
In what capacity do you know the above?		In what capacity do you know the above?	
May we contact prior to interview?		May we contact prior to interview?	
3. Name			
Position		If you were known to either of your referees by another name, please give details:	
Address			
Tel No.			
Email			
In what capacity do you know the above?			

6. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.

Please disclose any unspent convictions, cautions, reprimands, or warnings.

You should be aware that the School will institute its own checks on successful applicants for short listing.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please delete as appropriate:

I have nothing to declare

OR

I enclose a confidential statement

I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.

SIGNATURE

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration

INFORMATION ON DATA PROTECTION

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization's — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorising the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.