

## Position Description

### Boarding House Parent

#### Guiding Statements

##### UWC Mission

“UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.”

##### UWC Thailand Motto

“Good Heart, Balanced Mind, Healthy Body”

#### Context

United World College Thailand (UWC Thailand) is a CIS accredited, IB continuum authorized, co-educational school for students in Nursery through to Grade 12. Founded in 2008, UWC Thailand has grown to now serve a mix of nearly 430 day and boarding students. Our first Grade 12 cohort graduated in May 2016 and we anticipate growing to over 600 students—including 150 boarders—by 2027.

A mission-driven school, UWC Thailand provides a holistic education through an education model that has five pillars: Academics; Social-Emotional Learning and Mindfulness; Service; Activities; and Outdoor Education. UWC Thailand offers the continuum of International Baccalaureate programmes—Primary Years, Middle Years and Diploma—and has developed a justifiable reputation as being a leader in the field of Social-Emotional Learning and Mindfulness. The School is a dynamic, hard-working environment and we seek people who will thrive in a student- and mission-centered culture, while endeavoring to remain balanced themselves.

UWC Thailand became the 16<sup>th</sup> United World College in August 2016. The School is committed to deliberate diversity in all facets and students come from more than 65 different nationalities. Amongst this diverse group are our National Committee (NC) selected students who have been chosen because of their alignment with the UWC mission through a rigorous process in more than 155 countries. Our NC students come from +50 different countries and make a significant impact from the time they arrive in Grade 11.

#### Pro-Diversity and Anti-Discrimination Statement

As a UWC, we are committed to deliberate diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an inclusive culture that gives voice to a variety of global perspectives. To do this, we encourage a wide range of candidates to apply, including people from traditionally underrepresented backgrounds. We consider all applications regardless of race, ethnicity, colour, nationality, religion, gender, age, familial status and/or disability in a manner that is as respectful and as free from bias as possible as we pursue hiring the best available people who are experienced, qualified and incredible human beings.

#### Reports To

Directors of Residential Life

#### Main Working Relationships

Directors of Residential Life, Boarding Houseparent, Teachers Staff, Students, Parents

## Responsibilities

- Modelling positive and consistent attitudes and values in line with the UWC and IB expectations.
- Helping develop a community spirit that reflects the School's ethos and engenders a sense of belonging amongst the students. Promoting to students a positive approach to the tasks and activities required of all persons in a communal living situation. Communicating openly and effectively with students about the expectations and routines required for the effective operation of the Boarding House.
- Providing consistent and culturally inclusive approaches to the management of students' behaviour.
- Ensuring the students receive the highest level of pastoral care and the students' health and safety is at the forefront of decision-making and based on a previously-developed trusted-based relationship with all stakeholders.
- Providing advice, support and information to students in their study and recreational activities.
- Taking responsibility for the Boarding House when on duty including the welfare of all boarders and monitoring security arrangements.
- Working actively to gain knowledge and understanding of the school's educational programme, philosophy, systems and procedures.
- Assisting in the implementation of School policies and procedures as they relate to the Boarding experience.
- Supporting fellow Boarding Houseparents in any way they may reasonably request.
- Creating and maintaining good relationships with families and others who provide support so that the students can gain the maximum benefit from their time in boarding.
- Contributing to effective communication within the boarding houseparent team, with the Residential Directors, with students and with the broader community.

## Duties

- Boarding house well-being lead
  - Coordinate holistic well-being (physical, mental, spiritual and emotional) programming for both students and staff
  - Check-in with students about mental, emotional, physical and spiritual well-being
  - Intervene, as needed, during situations of acute mental health crisis
- Boarding house activities coordinator
  - Guide and support student-initiated activities
  - Guide and lead adult-initiated activities for students
  - Coordinate community weekends
  - Organise general activity logistics
  - Ensure students have correct permissions for outings
- General boarding house commitments
  - Liaise between parents, students, boarding staff, or other necessary parties
  - Log student issues and concerns in appropriate documentation and share with necessary parties
  - Work a combination of full workday duties (including evenings), weekends and shorter duties during the school week, as needed and adjusted to maximise the contact of this role/position with the needs of students.
  - Attend boarding staff meetings once per week (could be outside shift times)
  - Administer medication when nurses are not on-call

## Required Qualifications and Expectations

- Degree in Psychology/Counselling or an equivalent qualification
- Experience working with young students in a residential environment understanding of mental health and other needs that may impact on the wellbeing of young people.
- Drivers licence essential
- First Aid and CPR qualifications desirable
- Fluency in English and excellent communication skills
- Outstanding interpersonal skills: a good listener with a collaborative approach to work
- International mindedness and intercultural understanding
- Approachable and open-minded
- Honesty, integrity, and compassion
- Ability to develop a sense of community and generate trust with all constituent groups
- The primary residence of all houseparents is the boarding house or villa properties associated with the school and overnight on-call duty is an inherent role of houseparenting, not a quantifiable work hour.

## Personal Attributes and Characteristics

### Knowledge:

- An understanding of the organisational and operational practices appropriate to the position.
- An understanding of the growth and development of adolescents and young adults.
- An understanding of the legal requirements for the supervision of students.

### Experience:

- Leading young people.
- Supervising students in a residential environment.
- Providing consistent and considerate supervision and discipline of adolescents and young adults.
- Establishing effective working relationships based on mutual respect between staff and students.

### Personal Attributes and Characteristics:

- Fluency in English and excellent communication skills
- Strong organizational and administrative skills
- Outstanding interpersonal skills: a good listener with a collaborative management style
- International mindedness and intercultural understanding
- Approachable and open-minded
- Honesty, integrity, and compassion
- Ability to develop a sense of community and generate trust with all constituent groups
- Proven ability to develop and lead talented staff

## Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. Applicants for any position at UWC Thailand undergo child protection screening including checks with previous employers, law enforcement authorities and other governmental agencies as required.

## How to Apply

All applications for non-teaching positions should be sent to HR at [saowalak.c@uwcthailand.ac.th](mailto:saowalak.c@uwcthailand.ac.th), addressed to Khun Pan and/or posted on Schrole. Applications should include a cover letter and an updated CV/resume, without employment gaps. Applications are accepted on a rolling basis and UWC Thailand reserves the right to deviate from published deadlines or processes if a great candidate is found at any time.