CHIEF SUPERITENDENT

JOB DESCRIPTION

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| **JOB TITLE** | **Chief Superintendent** [Head of Boarding & Care] | | JOB # | MWF/GBCI-0001 |
| **REPORTS TO** | Board of Governors | SALARY | 1,00,000 to 1,50,000 PKRs/Month | |

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| **PURPOSE OF JOB** |
| The Chief Superintendent will be an experienced senior leader [Preferably Female] whose professional career to date shows exemplary commitment to professional education, child development and child-upbringing. They will be recognized as an expert in the field of early learning, education management, boarding and will have lengthy experience in education sector institutes renowned for outstanding quality and boarding practices.  The candidate will demonstrate inspirational senior leadership with the vision, presence, and foresight to develop and enhance the boarding provision, ethos, and outstanding personalized care for the institute.  The Chief Superintendent will be responsible for overall management of the boarding house, line managing Caring Mothers, Care helpers and other house staff and ensuring that boarding is a caring, nurturing, and supportive environment dedicated to the wellbeing and education of children.  The postholder will also lead on overall care systems, setting and maintaining policy (underpinned by the International Standards). The Chief Superintendent will have the stamina, energy, and interpersonal skills to command the respect of a wide range of stakeholders from different cultural backgrounds, and the intellect, sensitivity, and humility to engage broadly with a team of staff who will all play a vital role in creating a culture of excellence, outstanding pastoral support, a widely enriched school life, and learning through service.  The postholder will be a highly visible leader with the charisma to inspire and motivate the different constituencies which make up the Institute. They will be an empathetic relationship-builder with a sophisticated understanding of (and proven track record of excellence in) how to work effectively in a fully residential environment with multiple stakeholders, achieving excellence in all aspects of provision.  As a key member of the Senior Leadership Team, the Chief Superintendent plays a full role in the strategic direction of the institute, developing, personifying, and ensuring a whole school ethos which promotes high values for all children, staff, governors, guardians, and the stakeholders. |
| **DUTIES & RESPONSIBILITIES** |
| **Specifically, the Chief Superintendent [Head of Boarding & Care] will:**  **BOARDING**   * Contribute to the strategic planning of the institute to implement the institute’s Values and mission effectively and proactively. * Lead and manage the day-to-day operations of boarding; maintaining and enhancing the quality of provision, promoting boarding as a caring, nurturing, and supportive environment dedicated to the wellbeing and education of children. |

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| * Work with House staff, ensuring that world-class safeguarding policies and health and safety procedures are implemented effectively throughout the house. * Maintain the highest standards for boarding in line with the Institutes Boarding Standards and International best practice. * Maintain positive relationships within and between the boarding house, ensuring that children are supported academically, socially, physically, mentally, and emotionally. * Ensure continuity and consistency of practice and policy across the House. * Be responsible for the management, training, and development of residential and non-residential staff, ensuring that all staff have a clear understanding of their responsibilities to provide care for children. Manage staff discipline and resolve or prevent conflicts by creating an inclusion working environment. * Ensure robust annual review of residential staff’s professional performance and provide continuous motivation to bring out the best performance. * Manage Operations and Finance, ensuring that boarding house budgets are effectively, efficiently, and rigorously managed. * Manage retention and recruitment of boarding staff. * Ensure that each staff communicates proactively with each other. * Manage and liaise with house and academic staff in producing and managing boarding supervision rotas, holiday pick-up/drop-off arrangements, excursion programmes, new child induction, examination access, and other administrative requirements. * Maintain comprehensive and accurate records of each child, including personal details, medical history, educational progress, and any significant incidents or milestones. Ensure that all documentation is properly filed and maintained for future reference or audits. * Produce a detailed boarding report to the Head and Governors, indicating successes, areas for improvement and provisions for ensuring financial efficiency.   **PERSONAL CARE**   * Oversee and develop an appropriate culture of outstanding achievement, support, and recognition for children at the institute. * Generate structures and systems to ensure all children receive the support they need to flourish. * Ensure the smooth daily running of the institute. * Oversee the management and administration of pastoral and disciplinary procedures aligning them as seamlessly as possible between boarding and schooling. * Develop & Implement a Standards and Policy Suite, applying positive feedback and disciplinary consequences as appropriate, to nurture the Set Values and related behaviours. * Monitor pastoral progress closely; devise strategies to ensure that each child’s holistic potential is being fully developed. * Develop and manage delivery of the Personal Development Programme. * Monitor and maintain robust standards of cleanliness, hygiene, and sanitation within the boarding premises. Oversee regular health check-ups, administer prescribed medications, and ensure boarders' nutritional needs are being met. * Manage and implement policies related to matters such as etiquettes, manners, ethical behaviour, bullying, online safety and access, device use and policies, and general house routines.   **ADDITIONAL RESPONSIBILITIES**   * Contribute to the effective marketing of the institute, meeting guardians, conducting tours, and leading promotional events as needed. * Develop innovative ways to contribute to children & staff recruitment, working collaboratively with stakeholders to meet recruitment targets. |

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| * Promoting excellent relations between institute and external affairs, through informal and formal processes, ensuring strong and open relationships. * Actively establish good relations with guardians and all other visitors to the institute. * Support and attend all major events. * Work to maintain effective partnerships with the stakeholders, promoting and representing the institute at local, national, and international level. * Working on high-quality co-curricular programmes, including off-campus trips and the logistics of institute sports fixtures and tournaments. * Coordinate with the appropriate educational authorities or institutions to ensure that children are enrolled in appropriate schools or educational programs. Provide support and oversee homework completion and educational activities within the boarding home. * Coordinate the Operations for robust and proactive implementation of Health and Safety policies and best practice Safeguarding protocols. * Act as a Designated Safeguarding Lead, ensuring full safeguarding provisions are in place. * Work to develop whole institute calendar. * Operate within specified budgets and forecasts to allocate resources appropriately to meet the children’s’ needs. Monitor expenses, prepare financial reports, and collaborate with the appropriate authorities or organizations for funding or resource support. * Develop and implement appropriate crisis & emergency plans, drills, and protocols to ensure the safety and well-being of the girls during any unexpected situations or crises. May involve coordinating with local authorities, emergency services, or medical professionals. * Manage and maintain of the site to maximum standard of upkeep and cleanliness. * Keep up to date with local and international initiatives related to boarding and pastoral care and develop policies as appropriate. |
| **PERSONAL SPECIFICATIONS** |
| **QUALIFICATIONS:**   * Fully qualified with SSC/GCSE, Intermediate/A levels, and a relevant bachelor’s degree in social work, or a related field. * Postgraduate qualifications advantageous. * Advanced knowledge of Islamic Religious values advantageous.   **EXPERIENCE:** A minimum of five years’ teaching experience, including extensive experience in residential positions (at nationally renowned schools) as a senior leader. Appropriate familiarity with the International Curriculum like GCSE / A Levels and with the International Boarding Standards for Boarding Schools.  **COMMITMENT TO TEACHING:** We are an academically rigorous institute. All staff need to be comfortable guiding highly able children, supporting their progress to the world’s best universities and professions.  **COMMITMENT TO BOARDING STANDARDS:** This is a full, seven-day 24/7 boarding institute – all children will board, and staff may be resident on-site or close to the school. All academic staff will be fully involved in boarding, including evening and weekend duties and residential visits. A passion for educating the whole child is essential.  **ENGLISH LANGUAGE ABILITY:** The language of instruction and inclusion is English. Appointment will require fluency in spoken & written English. To demonstrate English proficiency, candidates may provide evidence such as an IELTS score of 6 or higher, a TOEFL score, or certification from an English language course recognized by the institution or organization. |

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| **DIGITAL TECHNOLOGY:** Candidates are expected to showcase adeptness in navigating a range of digital tools integral to modern educational environments. Proficiency should extend beyond basic usage to encompass advanced functionalities and creative application. Additional software skills may encompass:   * **Word Processing**: Mastery of word processing software such as Microsoft Word or Google Docs for creating documents, lesson plans, and educational materials. * **Presentation Software**: Competence in creating visually engaging presentations using software like Microsoft PowerPoint or Google Slides to effectively convey educational content. * **Online Meeting Platforms**: Ability to efficiently utilize online meeting platforms like Zoom, Microsoft Teams, or Google Meet for conducting virtual classes, staff meetings, and collaborative sessions. * **Spreadsheet Software**: Proficiency in spreadsheet software such as Microsoft Excel or Google Sheets for organizing data, tracking student progress, and performing various administrative tasks.   **MEICAL CONDITION:** Candidates must be free from any medical conditions that could compromise child safeguarding protocols or impede the fulfillment of their roles and responsibilities.  **COMMITMENT TO HOLISTIC EDUCATION:** Learning is designed to occur in various settings, encompassing both internal and external schooling environments such as classrooms and outdoor spaces. The role necessitates educational leadership that thrives in diverse contexts. Effective time and shift management are essential for maintaining a healthy work-life balance in the demanding 24/7 supervisory responsibilities.  In addition, the Chief Superintendent will demonstrate exemplary:   * Demonstrated engagement in pertinent and rigorous professional development activities. * Exemplary professionalism and a strong commitment to the well-being of children. * Ability to serve as a compelling ambassador for the institute. * Understanding of the swiftly evolving international educational landscape. * Possession of commercial awareness and business acumen. * Proficiency in organizational, administrative, and IT competencies. * Adherence to a culture of respect for all community members, irrespective of their position, gender, age, or ethnicity. * Previous experience working with children for whom English is not their first language. * Adoption of a positive, resilient, and solution-oriented approach to professional challenges. * Flexibility and willingness to contribute across various tasks and areas as required. * Dedication to safeguarding and promoting the welfare of children and young individuals. * A clean criminal record, confirmed through the International Child Protection Check and other relevant checks from countries of residence/work, with no concerns regarding suitability to work with children. * Candidate will be provided with details regarding holidays, weekly offs, and benefits upon receiving a job offer.   MWF'S POLICY AND PROCEDURE:  MWF is dedicated to safeguarding and promoting the welfare of children. The candidate must actively adhere to all MWF policies and procedures, including Equal Opportunities, Safer Recruitment, and Child Protection. They will also maintain awareness and compliance with Fire and Health & Safety Regulations.  Should duties and responsibilities evolve over time, the job description will undergo review and amendments in consultation with the incumbent. The candidate will undertake any other tasks within the scope, spirit, and purpose of this job description as requested by the line manager or the Governance Board. |

Education is ever-changing and all staff are expected to participate constructively in institute activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

