**DEPUTY SUPERITENDENT**

JOB DESCRIPTION

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| **JOB TITLE** | Deputy Superintendent Childcare (**Senior Mother**) | JOB # | MWF/ GBCI-0003 |
| **REPORTS TO** | Board of Governors | SALARY | 60,000 PKR per Month |

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| **PURPOSE OF JOB** |
| The Deputy Superintendent Childcare (Senior Mother) holds a vital role in ensuring the holistic well-being, development, and nurturing care of the children within our Girls Boarding & Care Institute. This position encompasses overseeing the day-to-day operations of the childcare facility, managing the performance and training of caregivers, and implementing strategies to support the overall growth and development of each child. The ultimate objective is to cultivate a supportive and enriching environment that fosters the physical, emotional, and educational well-being of orphaned children, instilling a sense of security, belonging, and community.The Childcare Senior Mother is entrusted with upholding high-quality care standards, facilitating effective communication within the caregiving team, and providing continuous supervision to ensure the safety and happiness of every child under our care. Through diligent execution of these responsibilities, the Childcare Senior Mother significantly contributes to cultivating a positive and nurturing atmosphere that positively impacts the lives of the children, empowering them for a brighter and more fulfilling future. |
| **DUTIES & RESPONSIBILITIES** |
| **As the Childcare Senior Mother overseeing the boarding facility, the primary duties and responsibilities encompass a wide range of tasks aimed at creating a safe, nurturing, and supportive environment for the children residing in the Institute.****Residential Care:*** Provide round-the-clock supervision, ensuring the safety, security, and well-being of children within the boarding facility.
* Develop and implement policies and procedures to create a positive living environment conducive to the children's growth and development.

**Daily Schedule and Activities:*** Plan and execute with Child carer the daily routines, ensuring a balance between academic, recreational, and leisure activities.
* Coordinate with educational and extracurricular staff to integrate enriching experiences into the children's daily lives.

**Health and Hygiene:*** Oversee health and hygiene standards within the boarding facility, ensuring cleanliness, proper sanitation, and adherence to health protocols.
* Monitor the children's health, coordinate medical check-ups, and maintain medical records.

**Meal Planning and Nutrition:*** Collaborate with the kitchen staff to plan nutritious and balanced meals.
* Address dietary needs and restrictions, ensuring that children receive adequate nourishment.

**Educational Support:*** Support educational goals by creating a conducive study environment and facilitating homework assistance.
* Collaborate with tutors to address individual learning needs and monitor academic progress.

**Conflict Resolution:*** Mediate and resolve conflicts among children, promoting a harmonious living environment.
* Encourage teamwork, cooperation, and the development of interpersonal skills.

**Recreational and Leisure Activities:*** Organize and oversee recreational and leisure activities to enhance the children's social and physical development.
* Provide opportunities for creativity, sports, and cultural enrichment.

**Emergency Response:*** Establish and communicate emergency procedures to staff and children.
* Take charge during emergency situations, ensuring the safety and well-being of all residents.

**Additional Responsibilities:****Mothers & Carers Performance & Training Management:*** Develop and implement training programs for mothers and caregivers to ensure high-quality care standards.
* Provide ongoing support and guidance to the childcare team, fostering a positive and nurturing environment.

**Shift Transitions & Timetable Planning/Execution:*** Plan and execute shift transitions seamlessly, maintaining a structured timetable for the daily routines of the children.
* Collaborate with staff to optimize schedules and ensure efficient operations.

**Children Upbringing, Development & Nourishment:*** Oversee the holistic development of each child, including educational, emotional, and physical aspects.
* Ensure nutritious meals and a healthy living environment to support the overall well-being of the children.

**Monitoring, Evaluation, Inspection & Care Quality Management:*** Conduct regular evaluations of childcare practices and implement improvements.
* Monitor and inspect the facility to maintain high-quality care standards and compliance with regulations.

**Communication, Daily Briefings, Assemblies:*** Facilitate effective communication channels within the team and with external stakeholders.
* Conduct daily briefings and assemblies to disseminate important information and foster a sense of community.

**Absence Cover, Staffing, Supervision:*** Manage absence cover arrangements to ensure continuous care for the children.
* Oversee staffing requirements, recruitment, and supervision to maintain a competent and motivated team.
* Provide round the clock supervision to address any emergent needs and ensure a safe environment for the children.
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| **PERSONAL SPECIFICATIONS** |
| **QUALIFICATIONS:** * Fully qualified with SSC/GCSE, Intermediate/A levels.
* Undergraduate degree in Social Work, Child Development, Nursing, or a related field.
* Postgraduate qualifications advantageous.
* Advanced knowledge of Islamic Religious values advantageous.

**EXPERIENCE:** * A minimum of 5 years of proven experience in administrative roles, preferably within boarding homes, childcare facility, nursing home, orphanages, or social services.
* Familiarity with international curricula and boarding standards.

**SKILLS:** * **Organizational Proficiency**: Demonstrated ability to effectively manage and prioritize multiple responsibilities inherent in overseeing childcare operations.
* **Effective Communication**: Exceptional interpersonal skills, allowing for clear and empathetic communication with children, fellow staff members, and superiors.
* **Leadership Capabilities**: Strong leadership qualities, including the ability to inspire and motivate a team of caregivers to deliver exceptional care and support.
* **Creating Nurturing Environments**: Proven track record of establishing and maintaining positive, inclusive, and nurturing living environments that promote the well-being and growth of children.
* **Problem-Solving Skills:** Aptitude for identifying challenges and implementing proactive solutions to address them, ensuring the smooth and efficient operation of childcare services.
* **Empathy and Compassion**: Genuine concern for the well-being and development of orphaned children, coupled with the ability to empathize with their unique needs and circumstances.
* **Adaptability**: Flexibility and adaptability in responding to the dynamic needs of children and the caregiving team, adjusting strategies and approaches as necessary to best support individual and collective growth.
* **Attention to Detail**: Meticulous attention to detail in maintaining accurate records, monitoring children's progress, and ensuring compliance with regulatory standards and best practices in childcare.
* **Cultural Sensitivity**: Awareness and sensitivity to cultural differences and backgrounds, fostering an environment of respect, understanding, and inclusivity for children from diverse backgrounds.
* **Commitment to Continuous Improvement**: Dedication to ongoing learning and professional development, seeking opportunities to enhance skills and knowledge in childcare and child development practices.

**COMMITMENT TO TEACHING:** * Commitment to teaching highly able children and supporting their progress.
* Dedication to adhering to boarding standards in a full, seven-day 24/7 boarding institute.
* Passion for educating the whole child.

**COMMITMENT TO BOARDING STANDARDS:*** Full, seven-day 24/7 boarding institute with all children boarding.
* Staff may reside on-site or close to the school.
* All academic staff fully participate in boarding, including evening and weekend duties and residential visits.
* Essential passion for educating the whole child.

**ENGLISH LANGUAGE ABILITY:** * Language of instruction and inclusion: English.
* Fluency in spoken and written English is required for appointment.
* Candidates can demonstrate English proficiency through various means: IELTS score of 6 or higher or TOEFL score.
* Certification from an English language course recognized by the institution or organization.

**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**: Basic skills of word processing software such as Microsoft Word or Google Docs for creating documents, lesson plans, and educational materials.
* **Presentation Software**: Basic knowledge 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**: Basic Knowledge 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 Deputy Superintendent Childcare (Senior Mother) 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.*



