**ASSISTANT SUPERINTENDENT**

JOB DESCRIPTION

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| **JOB TITLE** | Assistant Superintendent (Operations) | JOB # | MWF/ GBCI-0004 |
| **REPORTS TO** | Board of Governors | SALARY | 55,000 PKRs/ Month |

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| **PURPOSE OF JOB** |
| The purpose of the Assistant Superintendent of Operations role is to assume a leadership position within our Girls Boarding & Care Institute, playing a pivotal role in optimizing the overall operational efficiency and functionality of the facility. The Assistant Superintendent of Operations will be accountable for fulfilling night shift duties as a substitute for the Chief Superintendent.This position is instrumental in overseeing day-to-day administrative operations, ensuring a secure and nurturing environment for the children, and promoting a positive and collaborative work environment among staff. By managing organizational aspects, facility administration, staff coordination, and regulatory compliance, the Assistant Superintendent contributes significantly to the Girls Boarding & Care Institute's mission of providing a safe, supportive, and development-focused home for children in need. The goal is to create an environment where operational excellence aligns seamlessly with the well-being and growth of the children, fostering a positive impact on their lives. |
| **DUTIES & RESPONSIBILITIES** |
| **Care and Supervision:*** Oversee and ensure the well-being, safety, and comprehensive emotional and physical care of orphan girls.
* Cultivate a nurturing and supportive environment, address their daily needs, and adhere to established routines.

**Staff Management and Training:*** Supervise and provide training to staff directly involved with the girls, including caregivers, housekeeping personnel, and cooks.
* Offer guidance, feedback, and support to ensure the seamless functioning of daily operations.

**Educational Support:*** Coordinate with relevant educational authorities or institutions to enrol girls in suitable schools or educational programs.
* Provide oversight for homework completion and educational activities within the hostel.

**Health and Hygiene:*** Monitor and uphold rigorous standards of cleanliness, hygiene, and sanitation within the hostel premises.
* Oversee regular health check-ups, administer prescribed medications, and ensure the nutritional needs of the girls are met.

**Emotional Support:*** Foster a safe and nurturing environment where girls feel heard, understood, and supported.
* Provide emotional support, engage in active listening, and collaborate with therapists or counsellors as needed.

**Communication:*** Act as the primary point of contact for communication with parents, guardians, or external mentors involved in the girls' welfare.
* Maintain open and regular communication channels to update stakeholders on the progress, challenges, and well-being of the girls.

**Record-Keeping and Documentation:*** Maintain comprehensive and accurate records for each girl, encompassing personal details, medical history, educational progress, and significant incidents or milestones.
* Ensure proper filing and maintenance of all documentation for future reference or audits.

**Budget Management:*** Work within specified budgets to allocate resources appropriately for the girls' needs.
* Monitor expenses, prepare financial reports, and collaborate with relevant authorities or organizations for funding or resource support.

**Crisis Management:*** Develop and implement emergency plans and protocols to ensure the safety and well-being of the girls during unexpected situations or crises.
* Coordinate with local authorities, emergency services, or medical professionals as necessary.

**Continuous Improvement:*** Continuously assess and evaluate the effectiveness of hostel operations and care protocols.
* Identify areas for improvement and propose or implement necessary changes to enhance the quality of care and overall well-being of the girls.

**Monitoring and Feedback for Mental Health, Emotional Needs, and Sports Participation:*** Implement a system for monitoring and providing feedback to enhance mental health, address emotional needs, and encourage participation in sports activities.

**Training and Guidance of Staff:*** Provide training and guidance to staff working within the hostel, fostering a home-like atmosphere. Emphasize etiquette, mannerism, and cultural customs to create a wholesome environment for the girls.

**Maintenance of Academic, Sports, Mental Health, BMI Charts, and Medical Profiles:*** Maintain detailed charts and profiles for academic progress, sports activities, mental health, and BMI for each girl.
* Establish a flow chart for improvement and visibility.

**Biodata and Family Details:*** Compile biodata for each orphan girl, including details about parents' hometown, siblings, parents' grave location and death information if deceased.
* Record details of known relatives, any existing will, or instructions left by parents.
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| **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 3 years of proven experience in administrative roles, preferably within Girls Boarding & Care Institutes or social services.
* Familiarity with international curricula and boarding standards.

**SKILLS:** * Strong organizational skills, multitasking abilities, and attention to detail.
* Exceptional communication and interpersonal abilities.
* Leadership qualities that foster a collaborative and positive work environment.
* Thorough understanding of regulatory requirements for Girls Boarding & Care Institutes.

**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**: Advanced skills 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 Assistant Superintendent (Operations) 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.*



