



Title: Boarding House Advisor

Reports to: Head of Boarding, Heads of House, Principals

Functional relationships: Head of School, Deputy Head of School, Principals, Deputy Principals, Boarding House Colleagues, Faculty, Advisory Teachers, Social Counselor, School Nurses, Parents

Date updated: November 9, 2023

Position Summary:

Branksome Hall Asia is seeking to fill a Boarding House Advisor position for the 2024-25 school year. Boarding House Advisors live in the all-girls' dormitories and therefore the successful applicant must be a woman. Boarding House Advisors have a 'Duty of care' to students. They are a combination of parent, teacher, and older sister. Whilst challenging, the juggling of these roles and knowing which role best fits each situation that arises is crucial.

Responsibilities and expectations will include, but are not limited to:

ENSURE BOARDING GUIDELINES ARE MAINTAINED AND ADHERED TO AT ALL TIMES

- Assist students in their studies by monitoring their progress, tutoring and helping with the challenges of learning English as an additional language
- Maintain Boarding guidelines and supervise appointed quiet hours and lights out in Boarding
- Participate in the weekly evening duty schedule on a regular basis, including overnight duties
- Assist in Boarding Program planning and act as a chaperone on weekend trips
- Be involved with the co-curricular life of the School by leading and/or coaching clubs or sports
- Participate in and/or lead House meetings
- Act in accordance with the Faculty and Staff Code of Conduct

MAINTAIN AWARENESS OF THE PROGRESS AND DEVELOPMENT (BOTH PERSONAL AND ACADEMIC) OF EACH STUDENT IN THE APPOINTED FAMILY, AND BE PREPARED TO SHARE OBSERVATIONS AT WEEKLY STAFF MEETINGS WHERE PROBLEM-SOLVING STRATEGIES WILL BE DISCUSSED AND FOLLOWED THROUGH.

- Support and reinforce appropriate values and behaviors in students
- Fulfil an appropriate 'duty of care' in the creation of a positive, happy and responsible residential environment and service for all students
- Respect and embrace the diversity within the student population
- Supervise and provide opportunities which enrich students' personal and social development
- Plan and implement a wide range of suitable activities for students to enjoy
- Support the school at school functions (award presentations and special events, orientation and Open Days) and in the promotion of the school at sporting and arts functions
- Participate, lead and supervise student co-curricular activities each week of the academic year as assigned or nominated for
- Undertake other duties as directed by the Head of House or Head of Boarding

- Support and facilitate the development of multilanguage learners (through EAL support, e.g.)

ENSURE POSITIVE COMMUNICATION AND LIAISE WITH COLLEAGUES, PARENTS/GUARDIANS, SCHOOL STAFF, OTHER PROFESSIONALS AND MEMBERS OF THE LOCAL COMMUNITY IN SUPPORT OF STUDENTS' DEVELOPMENT AND WELLBEING.

- Head of House: Regular contact with regard to duties, responsibilities and issues that may arise
- Parents/Guardians: Communicate with students' parents/guardian on students' academic progress and social development
- Faculty: Liaise with teaching staff with regard to Boarding students' academic and/or social progress
- Counsellors/Welfare: Liaise with welfare staff with regard to Boarding students' social, emotional needs and progress as appropriate
- Promptly report duty of care, critical incident, occupational safety and health matters to senior staff

PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

We aim to support Boarding House Advisors in their professional development in multiple ways, including:

- Boarding-specific professional development
- Access to school-wide professional development opportunities
- Access to a professional development allowance
- Possible opportunities to observe day-school classes to continue to learn about teaching and learning at BHA, and the IB Program*

*Boarding duties take precedence over engagement with day-school for one's own professional development

Required Qualifications and Experience:

- Only female applicants will be considered
- Minimum of a Bachelor's Degree in any field required, teaching degree preferred
- Teaching experience, preferred but not required
- Experience working in an English as an Additional Language environment and knowledge of EAL practices and resources preferred
- Strong oral and written communication skills
- Ability to work independently with little direct supervision and as part of a team
- Demonstrated strong work ethic to achieve academic goals
- Effective multitasking and time management skills

In addition to the above qualifications and experience, we are seeking individuals that are HUMBLE, GRACIOUS AND KIND.

Length of Term: 1-year initial contract

About Branksome Hall...

Branksome Hall Asia opened in 2012 on the UNESCO World Heritage Site of Jeju Island, South Korea. Branksome Hall Asia shares the mission, vision, and builds upon the strong traditions of its

sister school, Branksome Hall Toronto, which was founded in 1903.

As an IB World School, Branksome Hall Asia offers the Diploma Program, Middle Years Program and the Primary Years Program. The strength of the IB programs, combined with the school's commitment to empowering students, makes Branksome Hall Asia a truly remarkable place to work. BHA was awarded the highest honour presented by the ISC Research International School Awards receiving the distinction of International School of the Year Award for 2021.

From JK Prep to Grade 12, our students share their learning and living in a state of the art world class facility that embodies and encourages our value for intellectual inquiry, collaboration, effective communication, and strength of character. Branksome Hall Asia vibrates with students' energy and warmth.

About our Campus....

The School's award-winning campus is surrounded by natural beauty and culture. The intentional design of the campus embodies the school's ethos and provides a landscape for learning where the environment reflects the integration of structure and landscape. The school's facilities include an Olympic-sized pool and ice rink, fitness centre, tennis courts, golf green, and fields. Eight fully outfitted science labs and 4 spacious art studios are housed in the STEM-V Centre with design studios and adjacent breakout spaces. The state-of-the-art Performing Arts Centre includes a 370-seat theatre, spacious studios, practice rooms, TV and recording studios, and a Black Box theatre.

The School Campus is a 40-minute drive from Jeju City and located within the Global Education City development along with three other international schools. There are a number of small commercial districts within the GEC and residents enjoy living within an active expat community.

About Jeju...

One of the nine provinces of South Korea, Jeju Island is known for its natural beauty and miles of seashore. A popular vacation destination, the island welcomes over 10 million visitors annually. Much of the island is a designated national park, and attracts many looking to explore its natural attractions and hike its dormant volcano. A UNESCO World Heritage site, the 700 square miles of island features extensive hiking and riding trails, as well as a lava tube system of caves.

The island is a unique and beautiful place to work and live. At once rural and somewhat remote, Jeju is a 50-minute flight from Seoul and other major Asian cities. The air route from Seoul to Jeju is the most frequently travelled domestic route, bringing many visitors and a busy island economy for its half-million residents.

If you enjoy...

- Engaging in outdoor activities such as golfing, hiking, running, biking, swimming, surfing, kite surfing, windsurfing, snorkeling, scuba diving, camping, and fishing
- Admiring breathtaking sunsets and sunrises
- Savoring fresh seafood and indulging in delicious Korean BBQ
- Exploring unique coffee shops and microbreweries
- Experiencing the beauty of all four distinct seasons
- Relaxing on pristine beaches
- Immersing yourself in museums, cultural activities, and art galleries
- Uncovering geological wonders such as lava tubes, oreums, hexagonal columns, mountains, and volcanic cones
- Having access to excellent medical care
- Enjoying convenient travel within Asia
- Residing in a low-crime, exceptionally safe community
- Saving money while enjoying a high standard of living

...then consider a career at Branksome Hall Asia.

The school's rural setting and its natural surroundings offer a delightful environment for those with an affinity for nature. However, it's important to note that if you prefer the vibrancy of nightlife and a bustling city, BHA may not be a good fit for you.

School Address and Contact Information

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