



Riffa Views International School Kingdom of Bahrain

Boarding Program Dorm Parent

Job Description

The Riffa Views International School Boarding Program will provide each student with a safe and nurturing environment that will help them develop skills and character traits to serve them in university and life beyond school. The Boarding Supervisor plays a vital role in fulfilling the goals of the boarding program.

General Responsibilities:

- A. To prioritise the safeguarding, welfare, health and safety of all students in the boarding program;
- B. To offer exceptional care and support to boarding students by helping to provide a nurturing and caring environment that best supports student's social and emotional development, while helping them to foster skills of independence;
- C. To work with the staff of the boarding facility and the Royal University for Women (RUW) to ensure a safe, respectful and mutually beneficial relationship between RVIS and RUW personnel;
- D. To assist RVIS leadership and staff to plan and support a program of academic, recreational and social activities for boarding students;
- E. To help develop life skills, independence and tasks associated with self care, through activities, support and the overall environment of the boarding facility;
- F. Provide open, warm and timely communication with RVIS staff and boarding parents on matters pertaining to organization and student well-being;
- G. To ensure a high quality of care and experience for all students by carrying out the daily duties of caring for students and the boarding facility with diligence and independence;
- H. To liaise, where needed, with food, transport, cleaning and maintenance providers to ensure successful logistical support for the program.

Characteristics of the Dorm Parent:

- 1) Caring, kind and firm
- 2) Positive, responsible and dependable
- 3) Trustworthy, loves working with young adults and willing to help nurture them in their overall development
- 4) Problem-solver, solution-oriented and able to take initiative
- 5) Excellent communication skills
- 6) Willing to collaborate and contribute to a team that is building a new and unique program

General Description of Working Hours and Contracted Days

Supervision and care of boarding students, and duties associated with the boarding facility, will be carried out between Saturday afternoon to Thursday 12 noon, during the scheduled school year. (see attached 2019-20 school calendar).

Please note: There may be a small number of weekends where boarders will stay in Bahrain to participate in sporting or other school activities. Dorm parent duties would be needed on these weekends and notice would be given in advance.

Reports To: RVIS Assistant Superintendent

Application Process:

Applications should be sent to Riffa Views International School, marked 'Attention - Jo Garahy'. The tentative deadline for applications is, Thursday 18th April, 2019. However, RVIS reserves the right to conclude the search at any point in the process when a successful candidate is identified.

- ❖ Applicants should write a letter of interest and attach to a CV/resume (no more than 2 pages). The CV should list the contact details for 3 referees. Please note, one referee should be able to attest to the candidates suitability for working with students
- ❖ Please attach a copy of passport page and a recent photograph
- ❖ Selected applicants will be contacted before 25th April 2019, and invited to interview
- ❖ Following the interview process, referees would be contacted of short-listed applicants
- ❖ Applicants that are invited to interview will be notified of the outcome within 2 weeks of the interview date