

JOB DESCRIPTION

Head of Boarding (m/f)

Start Date: As soon as possible or August 2019.

AMADEUS International School Vienna is a young, unique and dynamic **IB World School (PYP, MYP and DP)** located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of **community**, which allows students to discover their talents during the education process. With a strong commitment to creativity and performance throughout the school, **AMADEUS** has a dedicated **Academy of Music and the Arts**. Our world class boarding facilities host students from around the world as part of a school community of more than **53 nationalities**.

Our boarding facilities cater for both girls and boys aged 11 to 18 years of age.

Reporting to the Head of School, the Head of Boarding should be a professional team leader and senior leadership team member, maintain an overview of school development and boarding growth, pay attention to detail, be a skilled and confident problem solver, and have strong knowledge and sense of duty regarding safeguarding and child protection. The Head of Boarding should have an excellent feeling for the physical, social and mental needs of young people and maintain a strong boarding culture in accordance with the **AMADEUS Mission and Annual Goals**.

KEY RESPONSIBILITIES

- Actively contribute to the development and running of all boarding programs
- Guide the Leadership Team and Board of Directors on the development of the current and future boarding facilities for students and staff.
- Liaise and communicate with parents, guardians and staff on all matters of boarding student life.
- Liaise with administrative staff - catering, housekeeping, maintenance, accounting, school office and I.T. to ensure the effective management of Amadeus Boarding.
- Safeguard and promote the welfare of students at all times
- Ensure all boarding facilities are secure at all times.
- Ensure that Boarding Staff Team Members understand the aims and objectives of the AV boarding section and the policies that underpin them.
- Developing, implementing and maintaining policies and management in line with school values and quality programs
- Ensure boarding facilities meet CIS and other internationally recognized quality standards
- Manage adequate staff cover / substitutions in the event of staff absences.
- Induction of arriving students and their families to Boarding at AV.
- Provide student support and care in personal, moral, physical and intellectual matters
- Maintain a positive house culture, appropriate standards of behaviour and be a positive role model
- Develop and present annual budget proposals and manage expenditure.
- Collaboration with the Admissions / Marketing team to effectively promote Amadeus Boarding internationally.
- Administration, organization and supervision of the boarding house including after school activities
- Planning and organization of a range of age-appropriate boarding activities, including excursions and annual trips.
- Review and update Boarding House job descriptions as required.
- Provide Boarding staff with induction training, continuing development and professional supervision.

REQUIREMENTS

Minimum:

- A **teaching certificate**
- A university degree and more than 4 years work experience in boarding (as house leader and management)
- Strong command of **English**
- Resilience and flexibility to suit a family style boarding facility (main free times are during lesson times on school days)
- Valid First Aid Certificate
- **Residency and work permit** for Austria or EU citizenship

Preferred:

- Additional languages (especially German)

WHAT WE OFFER

- A welcoming and **inclusive work environment** with a sense of mission and community
- Opportunities for further education on campus
- **Long-term employment** in an international company as well as other positive benefits
- Ability to be involved in a **variety of projects** as well as community activities
- Participation in **student trips** in Austria and/or Europe
- Attractive working environment within an **open and warm community**
- **Free accommodation** and board on campus.
- The salary will depend upon qualifications and experience but will be no less than €60 000 a year (14 payments per year).

If you are a highly motivated a team player with a good sense of humour, please send your full application (including a photo) to Peter Klemenschts: jobs@amadeus-vienna.com.

Thank you for understanding that only shortlisted candidates will be contacted.