



Application Package: Head of House / Deputy Head of House (f/m/d)

Contract Start Date: August 2024

Employment: Full-time

Reports to: Head of School

AMADEUS INTERNATIONAL SCHOOL VIENNA has a range of exciting boarding positions available to as look to take our boarding provision to the next level. Set in a picturesque parkland environment just 25 minutes from the First District in Vienna, AMADEUS International School currently provides a home for 75 boarding students and aims to grow this number to circa 130 boarding students in the next two years. Our boarders are aged from 12-19 and come to us from all parts of the world. We are currently seeking a Head of Boarding and Senior House Parents with the skills and experience to drive the boarding education at AMADEUS based on our unique pillars of educational distinction and high-performance boarding concept. This position may be combined with a small teaching role for the appropriate candidate. Boarding couples are also encouraged to apply.

Responsibilities:

- Actively contribute to the development and running of all boarding programmes in the spirit of the AMADEUS mission and vision.
- Safeguard and promote the welfare of students at all times (act as one of the School's Designated Safeguarding Leads).
- Ensure all boarding facilities are secure at all times (member of the Health and Safety Committee).
- Ensure that all members of the boarding community understand the aims and objectives of the AMADEUS boarding section and the policies that underpin them.
- Support the boarding team members, via the ongoing appraisal too ensure all staff guide students consistently, safely, and inspirationally.
- Develop, implement and maintain policies and procedures which promote distinction in the running of the house and in the academic and pastoral outcomes of its residents.
- Embed and promote extracurricular programmes which lead to distinction for our students (as defined in our 7 pillars)
- Ensure boarding facilities meet and exceed internationally recognised quality standards and benchmarks.
- Manage the schedules of the Boarding staff members according the Austrian labor law.
- Manage adequate staff cover / substitutions in the event of staff absences.
- Provide appropriate guidance to the school Nurse, Doctor, and Counselor, Kitchen Manager and House Keepers in their work with boarding students.
- Guide the Leadership Team and Board of Trustees in decisions relating to the boarding programme.
- Provide student support and care in personal, moral, physical and intellectual matters.
- Maintain a positive boarding culture, appropriate standards of behaviour and be a positive and inspirational role model.
- Liaise and communicate with parents, guardians and staff on all matters of boarding student life with high frequency.
- Advise the Head of School and Head of Business and Finance on the annual boarding budget and manage the agreed budget within the given parameters.
- Engage in cycles of continual school improvement (including school strategic and development planning. CIS, BSA and IB accreditations).





- Cooperate with the Head of Human Resources in staff performance management and recruiting.
- Collaborate with the academic leadership teams to ensure academic monitoring of all students within the programme.
- Support with all marketing and admissions related activities.
- Any other tasks reasonably assigned by the Head of School.

REQUIREMENTS

Essential:

- We are looking for people of exceptional character who bring an intellectual energy to their work
- A deep commitment to being part of and building a high-performance boarding culture
- Somebody who maintains impeccable personal standards
- First class communication skills
- A team player, with the personal drive and ambition to lead a boarding community of distinction

Desirable:

- Master's degree in a field related to education
- BSA training or knowledge of inspection protocols
- Previous experience in residential boarding schools
- Ability to coach a sports team
- Interest in music and the arts
- Valid First Aid Certification and Child Protection training
- Valid working permit / permission to work in Austria

WHAT WE OFFER

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- Accommodation within the boarding community
- All meals provided within the context of the boarding programme

HOW TO APPLY

AMADEUS International School Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team, please send your full application by following the below link: <https://form.jotform.com/232353898169369>

The position will remain open until filled, early applications are preferred and encouraged.

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

