



## Boarding & Teaching Assistant Job Description

**Position Title:** Boarding Assistant

**Reports to:** Director of Boarding and Senior School Principal/Junior School Principal

**Working Hours:** Full-time (40 hours per week, including evenings and weekends on a rotational basis)

**Contract Type:** Residential, full-time

### Position Overview

Prem Tinsulanonda International School is seeking a dynamic and compassionate Boarding Assistant to join our team and help foster a safe, nurturing, and vibrant boarding community. The successful candidate will be responsible for ensuring the physical, social, and emotional wellbeing of students in our boarding houses, while also supporting academic development and leading extracurricular activities.

This position is ideal for individuals who are passionate about working with young people, have experience in residential settings, and thrive in an international, multi-cultural environment.

### Key Responsibilities

#### Boarding Responsibilities

- Ensure the health, safety, and wellbeing of all boarding students at all times.
- Adhere to Prem's Health and Safety guidelines; regularly check that the physical and social environments meet required standards.
- Supervise and assist with some morning, afternoon, and evening routines, including registration and other scheduled duties.
- Support students with their academic work and homework as needed.
- Lead or supervise a variety of activities as part of the boarding programme, including after-school and weekend events.
- Be available to respond to students' needs, offering pastoral care and emotional support.
- Promote and model positive behaviour, addressing minor disciplinary issues in line with the school's behaviour and boarding policies.
- Communicate effectively with parents or guardians when appropriate, ensuring concerns and updates are passed on in a timely manner.
- Support students through key transitions, such as arrival at the school, returning from holidays, or preparing to leave.
- Maintain accurate records relating to student wellbeing, routines, incidents, and activity participation.
- Provide clear and timely updates during handovers between day and night shifts to ensure continuity of care.
- Report any incidents or concerns that may breach the school's boarding rights and responsibilities.
- Assist in maintaining a positive ethos in the boarding house, balancing freedom with appropriate responsibilities.
- Facilitate and oversee evening and weekend activities that cater to the interests and wellbeing of students.

### **Health and Wellbeing**

- Liaise with nursing staff regarding student health concerns, medications, and medical updates.
- Monitor and support the emotional and social wellbeing of students, responding sensitively to signs of stress, homesickness, or mental health concerns.
- Encourage students to maintain healthy routines, including regular sleep, personal hygiene, and balanced nutrition.
- Recognise when a student may require further support and refer concerns to the appropriate staff or professionals.
- Act as a role model for intercultural understanding and inclusivity, demonstrating empathy, warmth, and sensitivity at all times.

### **School and Teaching Contribution**

- 50% of time allocation will be in support of a division or subject area e.g. Senior School PE Department; Junior School EAL support.
- Support Prem teachers in their work with students in the classroom and at break times, ensuring that students are safe, included and actively engaged at all times.
- Actively participate in school-wide activities, including camps, excursions, and community events, fostering a strong connection between the boarding and day school communities.

### **Essential Qualifications and Experience**

- A genuine interest in young people, a desire to spend time with them and get to know their personalities and needs.
- A high level of spoken and written English
- Ability to work flexible hours, including evenings and weekends on a rotational basis
- Strong communication and interpersonal skills
- Ability to act with discretion, maintain confidentiality, and manage sensitive information

### **Desirable**

- Experience working with young people in a pastoral, residential, educational or youth work setting
- Experience in an international or multicultural setting
- First Aid training or willingness to undertake training
- Relevant qualifications in education, youth work, counselling or social care
- Ability to lead or assist with extracurricular activities such as sports, arts, or outdoor education

### **Benefits and Opportunities**

- On-site accommodation.
- Worldwide health insurance coverage.
- A monthly salary that supports living costs in Chiang Mai, with additional benefits.
- Complimentary meals provided during working hours.
- Access to all on-site school facilities and professional development opportunities
- A supportive and inclusive international community
- A rewarding role with meaningful engagement with young people in a unique and beautiful campus setting