

**DRAFT**



**Sadiq Public School**  
Since 1954

**JOB DESCRIPTION**

**BOARDING**

**ASSISTANT HOUSEMASTER**

## **Dear Candidate,**

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for Boarding Assistant Housemaster. More details regarding this specific post are listed below.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys) the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2500 pupils aged 3 to 20 years old.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of a beautiful 450 acre campus the School is now entering a period of ambitious growth and development in terms of its curricular and pastoral provision and also in terms of its physical facilities for teaching and boarding with a capital development programme now planned to include the construction of a Teaching Centre, Boarding Houses, Sports Complex, Auditorium and Library.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

We want to attract inspirational individuals who would like to join, contribute to and help lead a school we believe is going places. We are confident, yet humble, serious, yet fun and ultimately ambitious: we want Saiq Public School to be one of the best residential schools in the country. To achieve this, we need a thriving boarding environment, and an inspirational leader to join an already outstanding team of boarding house staff who embody everything we want our boarders to be. We aim to provide an environment in which pupils feel at home and where staff and pupils work together to forge strong relationships built on trust and respect.

The key goal is to build and maintain a caring, diverse, welcoming and culturally rich boarding community where all boys/girls and families are connected and experience a genuine sense of belonging. The fostering of multiple developmental pathways for individual boys/girls that also permit the flowering of personal identity in unique and positive ways is a key outcome.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions or if you would like to arrange an informal visit, please contact me via email at [principal@sps.edu.pk](mailto:principal@sps.edu.pk)

We look forward to receiving your application.

**David Dowdles**

**Principal and CEO**



## **The School**

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared, for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966 the admission of girls was stopped. A separate Girl's Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years.

## **Job Description**

### **Position title**

Boarding Assistant Housemaster

### **Reporting to**

Housemaster, Headmaster and the Principal and CEO

## **Tenure**

The maximum term will normally be 5 years from the date of appointment (at the School's discretion) as Boarding Assistant Housemaster/Housemistress.

## **The key purpose of the job**

To assist the Boarding Housemaster/Housemistress in running the Boarding House in an orderly and effective manner to provide outstanding pastoral care; promote well-being; instill discipline; and give access to educational, co-curricular and extracurricular opportunities.

## **The Post**

The role of Boarding Assistant Housemaster/Housemistress(AHM) is a profoundly important one. The AHM will be working in collaboration with the Housemaster/Housemistress but must also be confident enough to be in charge of the House in the absence of the HM, ensuring clear consistency in the implementation of the good practices in place. The role is to provide support to pupils and staff in managing all aspects of the health, welfare and pastoral care of pupils, adhering to relevant school policies at all times. Secondly, to provide support for the Housemaster/Housemistress with a wide range of administrative duties relating to pupils and their parents; Thirdly, to work closely with the operational management team to ensure that the House catering, cleaning and laundry teams maintain standards, in accordance with school policy and operating specifications.

The AHM needs to be able to demonstrate empathy with and understanding of young children, a sense of humour and a genuine concern for the pupil's well-being and active involvement in their personal development. They are required to positively encourage the pupils, without discrimination or favouritism in their interests and activities, and develop a professional and friendly relationship with them. They must provide support in the maintenance of morale, standards and the efficient operation of the House, but they will also be required, at times, to be firm with the pupils, reminding them when necessary of the need for appropriate manners and courtesy.

The role also presents significant organisational and pastoral tests. The most challenging feature of this role is to meet the needs of each and of all students, which may be complex, profound and compounded by learning difficulties, language difficulties, cultural difficulties and the intensity of boarding life; and then to work within a team to deliver an outstandingly good boarding provision which is consistent and compliant.

Boarding house staff are in *loco parentis*. For that reason, the Boarding Assistant Housemaster/Housemistress is expected to role model extremely high standards of personal behaviour; all are visible role models for our pupils. Their care of students extends beyond the boarding house and they play a fundamental role in their total welfare and well-being, helping them develop into self-confident and purposeful young adults, pass through key stages of their physical and emotional

development and prepare to enter the wider world beyond school and who look back on their boarding experience as a happy and fulfilled time in their lives.

It is anticipated that AHMs may be given priority consideration for future HM roles. New boarding houses contain very high-end accommodations for AHMs. Priority is likely to be given to the existing AHMs in the new boarding house(s).

### **Duties and responsibilities**

To assume the position of responsibility for the day-to-day running of the House under the leadership of the Housemaster/Housemistress. To this end, the AHM will be expected:

- to actively support the vision, ethos, culture and policies of the School
- to work in collaboration with the HM at all times and convey a consistent message to staff when they manage the house in the absence of the HM. The AHM will be expected to uphold the same high standards and reinforce the practices put in place by the HM. To that effect, the AHM must be familiar with, and work in accordance with, the Boarding Handbook
- to work with the House staff team so that they carry out their duties safely, cheerfully and efficiently, using effective lines of communication and record-keeping
- to assist in ensuring that house staff implement the Boarding's Behaviour Policy and, by encouragement and clear communication, foster an understanding and acceptance of the standards of conduct expected of students
- to assist the HM in ensuring that the boarding staff carry out their duties and meet the standards of behaviour and routine required
- assist the HM in ensuring that boarding staff follow their roles and responsibilities within the House, along with policies and procedures for students' well-being (countering bullying, substance misuse, health and safety, e-safety, the promotion of medical provision, welfare concerns, etc.)
- to support all areas of school life and attend school events where possible, as guided by the HM
- to assist the HM in ensuring that the circumstances of each boarder, their strengths, weaknesses, interests, aptitudes and abilities are identified and known by boarding staff as needed
- to be aware of the academic potential, performance and needs of boarders from admission onwards
- to assist the HM in successfully inducting pupils and parents into the workings of the House
- to ensure that issues of social, emotional or academic well-being are addressed efficiently for the benefit of the affected boarder
- to support the House staff in ensuring that each student participates in a full and varied programme of co-curricular activities
- to contribute to arranging a varied weekend activity programme

- to assist the HM in managing the physical, human and financial resources of the house, to maximize their use, maintenance and effectiveness
- to attend the weekly Boarding meetings to contribute to the smooth running and development of the boarding provision
- contribute to annual audits on the house's facilities and practices, involvement in keeping the House in good repair and well-presented at all times
- perform all duties, when House Matrons/House Superintendents are off-duty
- support English-language learning by communicating with boarders only in English-language
- ensure all the students wake up on time for morning PT/ Prep
- take the morning inspection
- monitor students' turnout in the morning at Games and before Prep
- be present in the Dining Hall during meals right from the entry of the students till the end and take meals in the Dining Hall.
- check general cleanliness of the Mess, Mess Staff, facilities, utensils, etc.
- supervise students' behaviour and ensure that a purposeful working atmosphere is maintained during Prep
- to set and expect high standards of behaviour from students, particularly in their appearance and relationships with others
- assist the HM to organise activities
- to attend and assist whenever possible with the organisation and supervision of house community endeavours such as receptions for parents, school and house functions, trips, plays, etc.
- select and prepare House teams for all Inter-House Competitions
- to encourage a positive and balanced involvement by students in the varied programme of activities (academic, cultural, creative and physical) offered by the School
- to undertake tutorial responsibility for a group of students allocated by the HM and monitor their progress and pass on information for reports as required by the HM
- take night roll call when House Matrons/ Superintendents are off duty
- check students' cupboards and dorms for tidiness, cleanliness and safety, and report any concerns to the Housemaster/Housemistress
- provide guidance, mentorship, and pastoral care to students residing in the boarding house.
- support the overall well-being of students, addressing their physical, emotional, and social needs.
- assist with conflict resolution and address concerns or issues that may arise
- supervise students during study periods and recreational activities
- enforce rules and regulations of the boarding house and implement disciplinary measures when necessary
- assist in managing the day-to-day operations of the boarding house, including routines, schedules, and room assignments
- ensure cleanliness and safety within the boarding house environment

- organize house events, extracurricular activities and trips to promote community building
- monitor students' academic progress and provide study skill guidance
- collaborate with academic staff to support students' academic responsibilities and provide necessary academic support
- communicate regularly with students, parents and staff members to provide updates and address concerns
- assist in emergency preparedness and crisis management within the boarding house
- serve as a role model and mentor to students, promoting personal growth and character development
- maintain accurate records and documentation related to student well-being, discipline, and incidents
- engage in ongoing professional development to enhance skills and knowledge in student support and boarding house management

### **Knowledge and skills**

- Ability to build and form good relationships with pupils, parents/guardians and colleagues
- Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, parents/guardians and other professionals
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own
- Ability to use a range of ICT packages and equipment effectively to support learning
- Ability to absorb and understand a wide range of information
- Ability to improve own practice/knowledge through self-evaluation and learning opportunities

### **Personal qualities**

- A flexible attitude and patient approach
- Able to appropriately deal with confidential information/situations
- Able to follow direction from line manager
- Ability to show initiative and prioritise one's work and meet required deadlines
- Efficient and meticulous in organisation
- Desire to enhance and develop skills and knowledge through CPD
- Commitment to the highest standards of child protection and safeguarding
- Recognition of the importance of personal responsibility for health and safety
- Commitment to the School's ethos and aims, and its whole community
- Experience of having undertaken a leadership role
- Experience working in a boarding setting
- An ability to motivate and inspire all students



- Be self-confident and enthusiastic
- Professionalism and integrity
- A sense of humour!

Carry out additional duties as and when assigned by the Housemaster/Housemistress and the Principal and CEO.

The Job Description is subject to change at any time at the discretion of the School.

## **Application Process**

### **Timeline for appointment**

- |                               |                  |
|-------------------------------|------------------|
| • Job description finalised   | February 2025    |
| • Advertisement of the Post   | 22 March 2025    |
| • Closing date                | 29 March 2025    |
| • Review of applications      | w/b 3 April 2025 |
| • Interviews and visit to SPS | April            |
| • Appointment confirmation    | April            |
| • Start date                  | April 2025       |

### **Terms and conditions**

The terms below do not form part of a contract and are for information only.

### **Hours of work**

Such hours as shall be necessary to properly discharge your duties

### **Contract**

Initial 3 year contract

### **Probationary Period**

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

### **Notice Period**

1 full academic term

## Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community must be understood and applied

## How to apply

Please submit applications using the application form provided on the School website: [www.sadiqpublicschool.com](http://www.sadiqpublicschool.com). Applications should be sent by courier service or post for the attention of Mr. David Dowdles, Principal and CEO of Sadiq Public School. In addition, a cover letter of no more than two pages should be prepared and sent with the application.





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