PRESTIGE GLOBAL ACADEMY

Nairobi, Kenya

CANDIDATURES OUVERTES

Boarding House Parent - Nairobi

Enseignement

LIEU	CANDIDATURE
Mode Hybride (Télétravail partiel) · CDI	1 place(s) disponible(s)
Nairobi, Kenya	5 à 10 ans d’expérience
Salaire : Indéfini	Publiée le 16/10/2026

DESCRIPTION DU POSTE

Job Summary

The Boarding House Parent at Prestige Global Academy is responsible for providing day-to-day care, supervision, guidance, and pastoral support to students residing in the school boarding facilities. The role involves creating a safe, supportive, and structured home-like environment that promotes students' academic progress, emotional well-being, personal development, discipline, and social responsibility. The Boarding House Parent works closely with school management, teachers, parents, and student welfare staff to ensure that boarders receive appropriate care and support in accordance with school policies and child safeguarding standards.

Key Duties and Responsibilities

1. Student Care and Supervision

- Provide daily supervision and pastoral care to students residing in the boarding house.
- Ensure students follow established routines for waking up, personal hygiene, meals, study time, recreation, and bedtime.
- Monitor students' general welfare, behaviour, and adjustment to boarding school life.
- Promote positive relationships, mutual respect, responsibility, and cooperation among boarders.
- Maintain appropriate supervision of students within boarding facilities and during approved activities.
- Ensure students are accounted for during roll calls, outings, and other scheduled activities.

2. Student Welfare and Safeguarding

- Maintain a safe, caring, inclusive, and supportive boarding environment.
- Monitor students' emotional, social, and physical well-being and identify concerns requiring further support.
- Listen to students' concerns and provide appropriate guidance, reassurance, and pastoral support.
- Identify and report suspected bullying, abuse, neglect, discrimination, or other safeguarding concerns through established school procedures.
- Maintain professional boundaries and treat all students fairly, respectfully, and confidentially.
- Coordinate with the school nurse, counsellor, and relevant staff when students require additional support.
- Ensure all incidents, welfare concerns, and significant behavioural issues are documented and reported promptly.

3. Discipline and Behaviour Management

- Enforce boarding house rules, school policies, and agreed standards of conduct consistently and fairly.
- Encourage discipline, honesty, respect, independence, and personal responsibility among students.
- Address minor behavioural concerns using appropriate, school-approved approaches.
- Report serious misconduct, repeated rule violations, and safeguarding concerns to the appropriate school authorities.
- Support conflict resolution and encourage positive communication among students.
- Ensure that disciplinary measures comply with school policies and child protection requirements.

4. Academic Support and Study Supervision

- Supervise evening prep, private study, and other designated academic periods.
- Encourage students to complete homework, revise lessons, and maintain effective study routines.
- Monitor students' general academic engagement and communicate concerns to teachers or academic coordinators.
- Promote time management, self-discipline, and independent learning.

- Support students in maintaining a healthy balance between academics, recreation, rest, and personal development.

5. Boarding Facilities and Daily Operations

- Ensure boarding rooms, common areas, bathrooms, and study spaces are clean, orderly, and properly maintained.
- Conduct routine checks to identify maintenance issues, safety hazards, or damaged facilities.
- Monitor students' use of boarding equipment, furniture, and shared resources.
- Coordinate with housekeeping, catering, maintenance, and security teams to maintain appropriate living conditions.
- Support the monitoring of meals, laundry arrangements, personal belongings, and other daily boarding needs.
- Ensure that boarding facilities comply with relevant health, hygiene, fire safety, and emergency procedures.

6. Health, Safety, and Emergency Response

- Monitor students' general health and report illness, injury, or medical concerns promptly.
- Coordinate access to the school nurse or other appropriate medical assistance when necessary.
- Maintain accurate records of incidents, illness reports, and relevant student welfare information.
- Familiarize students with emergency procedures, evacuation routes, and boarding house safety rules.
- Respond calmly and appropriately to emergencies in accordance with school procedures.
- Ensure students are supervised during illness, emergencies, and other situations requiring additional care.

7. Communication and Parent Relations

- Maintain professional communication with parents and guardians regarding relevant student welfare and boarding matters.
- Provide timely updates on significant incidents, behavioural concerns, and student well-being in line with school policies.
- Coordinate with the Head of Boarding, School Principal, teachers, counsellors, and other relevant staff.

- Support parent visits, student check-ins, approved leave arrangements, and boarding house activities.
- Maintain accurate records of student attendance, sign-in and sign-out procedures, and authorized outings.

8. Student Development and Extracurricular Activities

- Organize or supervise recreational, social, cultural, and personal development activities for boarders.
- Encourage participation in sports, hobbies, teamwork, and other constructive leisure activities.
- Promote respect for diversity, cultural awareness, tolerance, and responsible citizenship.
- Help students develop independence, interpersonal skills, confidence, and practical life skills.
- Support the school's wider pastoral care and student development programmes.

Qualifications and Requirements

- Diploma or degree in Education, Childcare, Counselling, Social Work, Psychology, Hospitality Management, or a related field.
- Previous experience in boarding school supervision, residential childcare, student welfare, or a similar role is an advantage.
- Knowledge of child safeguarding, student welfare, behaviour management, and pastoral care practices.
- First-aid training and relevant child protection training are desirable.
- Strong communication, interpersonal, organizational, and problem-solving skills.
- Ability to relate positively to children and adolescents from diverse cultural backgrounds.
- High levels of patience, empathy, integrity, maturity, and emotional resilience.
- Ability to maintain confidentiality and professional boundaries.
- Willingness to work flexible hours, including evenings, weekends, overnight duties, and school holidays where required.
- Satisfactory background checks and compliance with applicable child safeguarding requirements.

Key Competencies

- Student supervision and pastoral care.
- Child protection and safeguarding awareness.
- Positive behaviour management and conflict resolution.

- Empathy, patience, and emotional intelligence.
- Communication and parent relations.
- Health, safety, and emergency awareness.
- Organization and recordkeeping.
- Teamwork and collaboration.
- Cultural sensitivity and inclusive practice.

Performance Indicators

- Consistent implementation of boarding house routines and school policies.
- Maintenance of a safe, supportive, and well-supervised boarding environment.
- Timely reporting and documentation of safeguarding and welfare concerns.
- Positive student behaviour, well-being, and adjustment to boarding life.
- Effective communication with parents, teachers, and school management.
- Proper maintenance of boarding facilities and accurate student records.
- Successful delivery of student development and recreational activities.

Reporting Structure

The Boarding House Parent reports to the Head of Boarding or School Principal and works closely with teachers, school counsellors, the school nurse, security personnel, catering staff, and parents or guardians.

Work Environment

The position is based at Prestige Global Academy in Nairobi, Kenya, and involves working within the school's residential boarding facilities. The role may require shift work, overnight supervision, weekend duties, and availability during designated school activities and emergencies.

Job criteria

- Employment type: Permanent contract
- Region / City: Nairobi
- Remote work: Hybrid
- Experience level: 5 to 10 years - More than 10 years
- Educational level: College - HND - Bachelor - Master - Doctorate
- Spoken language: English (fluent)
- Number of position(s): 1
- Team management: Yes

Source: Kenyajob.com.

PRÉREQUIS

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- First-aid training and relevant child protection training are desirable.
- Strong communication, interpersonal, organizational, and problem-solving skills.
- Ability to relate positively to children and adolescents from diverse cultural backgrounds.
- High levels of patience, empathy, integrity, maturity, and emotional resilience.
- Ability to maintain confidentiality and professional boundaries.
- Willingness to work flexible hours, including evenings, weekends, overnight duties, and school holidays where required.
- Satisfactory background checks and compliance with applicable child safeguarding requirements.
- Fluent English

DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)
- Diplôme ou Certification

CONTACT RECRUTEMENT

LIENS UTILES

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