



Woodstock School

JOB DESCRIPTION Dean of Student Life

THE SCHOOL

Woodstock School is India's leading international residential school. For over 165 years, Woodstock has stood as a reference point for excellence in education in Asia. Situated in the Indian Himalayas, Woodstock's stunning campus covers more than 250 acres of protected forest, providing an inspirational educational environment and unrivalled access to one of the world's great mountain wilderness areas. With more than 40 nationalities represented among its student body and faculty, Woodstock is a truly international community which embraces its diversity and multi-culturalism.

Woodstock is a K-12 school, with predominantly staff children as day scholars aged 3 through grade 5. The residential education programme begins in Grade 6. Woodstock is an IB World School offering an inquiry-based approach in the Early Years, the Middle Years Programme (MYP) in Grades 6-10, and the Diploma Programme (DP) in Grades 11-12. The school is accredited by the Middle States Association (MSA) and the Council of International Schools (CIS).

MISSION

Woodstock School strives for excellence in teaching and learning, offering an exceptional education in a diverse international community. Inspired by our Indian Himalayan environment and our inclusive Christian tradition, we develop visionary, articulate and ethical individuals equipped to achieve their full potential in leadership and in life.



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JOB TITLE: Dean of Student Life

REPORTING TO: The Principal

PURPOSE OF THE JOB:

To coordinate, oversee and take responsibility for all aspects of the operations of the school that come under the division of Student Life.

Matrix of authority: The Dean of Student Life position carries responsibility and authority as a senior member of staff and a member of the School Council.

The Dean of Student Life is expected, in professional ways, to model Woodstock School's [Desired Learning Outcomes](#), the philosophy of [Eliciting Greatness](#) and make decisions in accordance with our [Guiding Principles](#). In addition, the Dean of Student Life will accept and support Woodstock School's inclusive [Religious Life Policy](#).

AREAS OF RESPONSIBILITY:

1. Managing Residence Life
2. Managing Student Services
3. Managing the Health Centre
4. Food Services coordination (menu and student related services)
5. Managing the Personal Counseling Department
6. Managing Student Discipline in coordination with the Heads of School
7. Managing the Personal Social Health Education Program K-12

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Managing Residence Life:

- To monitor students' progress, health and well-being of all students and initiating appropriate and timely action to address problems as well as to commend achievement and progress.
- To liaise with the Heads of School and the Principal regarding student conduct, well-being and academic progress
- To oversee all aspects of the operation of the dormitories, and student life, including discipline, health and well-being of the students
- To approve and manage the out of boarding system both on and off campus as well as staff out of boarding, student private travel and mid-term break arrangements, charging of parent accounts, dhobi contracts and distribution, student ID cards (Student Services)
- To coordinate with the Travel Office regarding Arrival and Departure Day
- To manage the budgets for the dorms and social activities
- To oversee all aspects of the PSHE curriculum
- To ensure timely and high-quality communication with parents about students' progress and problems
- To evaluate all managers of the departments within the Student Services program



- To supervise student leaders of the following groups: SAC (social activities committee), Menu Heads and Dorm Presidents
- To assess student needs regarding homesickness and dormitory life problems and coordinating with the counseling department on such matters
- To liaise with counselors to ensure that services are provided as required to obtain feedback about individual students
- To hire staff in coordination with the Human Resources Office
- To oversee staff performance and evaluation
- To manage new Staff induction and mentoring

2. Managing logistical and menu related aspects of Food Services

- To coordinate with the Food Services Manager regarding times for meals, menus, nutrition, and health issues related to the preparation and serving of meals including tuck shop and snacks in the dorms

3. Managing Health Centre

- To oversee the operation of the Health Centre, which is open 24 hours a day during times when the students are in residence
- To oversee and evaluate the Head of the Health Centre

4. Managing Discipline, Homeroom/Advisory program

- To respond to student conduct problems, including offences and the lead the Discipline Committee
- To chair student monitoring meetings with faculty, residence and counselling staff and carrying out follow-up action on the outcomes
- To partner with the Heads of School in leading the Homeroom/Advisory Program
- To prepare and update, as needed, the Student Life Handbook

5. School Council and Additional Responsibilities

- To meet regularly with Principal/School Council to discuss operational or policy matters or communicate concerns and problems
 - To report to the Principal matters of urgent concern, including major problems with students, so that he/she is adequately briefed in a timely manner to deal with parental or other inquiries
 - To evaluate all managers of the departments within the division of Student Life
 - To align all school programs and systems with School Standards, Philosophy, Strategic plans and policies
 - To contribute to the Education Committee of the Board of Directors
 - To contribute to the construction of the annual calendar
 - To oversee the provision of professional development for all staff in departments within the division of Student Life
 - To communicate directly with and give leadership to all faculty and staff concerning policies, expectations, events and activities, both directly and through staff meetings
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- To liaise with the Education Team on matters of student progress, conduct, health and well-being, both directly and through scheduled meetings
- To delegate responsibilities and tasks to appropriate members of staff, giving feedback on effectiveness and holding staff members accountable for the discharge of their responsibilities

Minimum qualifications

1. Leadership experience in a school setting
2. Experience working in a boarding school
3. A Master's Degree in a related field

APPLICATION DEADLINE: Applications will be reviewed on a rolling basis

HIRING PROCESS:

Interested applicants should apply through <https://my.hirehive.io/woodstock-school>

Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom

JOINING DATE: 1st July 2025