



BRIGHTON COLLEGE INTERNATIONAL SCHOOL BANGKOK

HEAD OF PRE-PREP Job Description

For August 2017

Brighton College Bangkok wishes to recruit a Head of Pre-Prep to lead and manage the Pre-Preparatory School of the College, which will educate 500 pupils aged 2 to 8. The successful candidate will work closely with the Headmaster of the College and the Board of Governors.

Brighton College Bangkok

Brighton College is delighted to have opened its sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities. Following the launch of the Pre Prep in September 2016, Brighton College Prep and Senior Schools will open their doors to their first pupils in September 2017, on an iconic and purpose-built 20-acre campus in central Bangkok. The College will be comprised of a Pre-Prep School, a Prep School and a Senior School with an ultimate pupil capacity of 1,500. We are an ambitious school and we are already on the way to becoming a leading school in South East Asia.

Brighton College Bangkok will deliver the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils will aspire to the leading universities of the world, including Oxbridge and the US Ivy League. In due course, the College will seek accreditation from the ISC, and membership of the HMC and IAPS.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain, its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.



BRIGHTON COLLEGE BANGKOK

A member of the Brighton College family of schools

JOB DESCRIPTION

The Head of Pre-Prep will:

Leadership

- Lead and manage the day-to-day operation of Pre-Nursery (2-3 year-olds), Nursery (3-4 year-olds), Reception (4-5 year-olds), Year 1 (5-6 year-olds), Year 2 (6-7 year-olds) and Year 3 (7-8 year-olds), which form the Pre-Preparatory School of the College;
- Be responsible for the academic progress and welfare of pupils in Pre-Nursery to Year 3;
- Maintain and develop effective relationships with Pre-Prep parents;
- Report to the Headmaster of the College on all matters pertaining to the Pre-Prep;
- Lead and manage the Pre-Prep Leadership Team;
- Line manage the Head of Early Years, Head of Year 1, Head of Year 2 and Head of Year 3 with a particular emphasis on academic matters;
- Be responsible for the effective performance of all Pre-Prep teachers and teaching assistants.

Academic

- Lead the teaching staff in the delivery of outstanding academic achievement in line with Brighton College's School Operating standards;
- Oversee the implementation and development of the Pre-Prep curriculum;
- Oversee the management of pupil assessment and reporting systems;

Standards

- Maintain and update the Pre-Prep's policies and procedures as required to comply with local regulations and those of ISI for the inspection of British schools overseas;
- Coordinate the implementation of the College's health and safety policies;
- Manage teaching staff recruitment, induction, appraisal and professional development within the Pre-Prep.

PERSON SPECIFICATION

The following qualification and experience are essential:

- At least five years' experience of teaching in pre-preparatory or primary schools, and most probably a serving Head, Deputy Head or experienced curriculum subject leader in a pre-preparatory or primary school
- Expertise in managing the delivery of the Early Years Foundation Stage, Key Stage 1 and early Key Stage 2 of the National Curriculum of England and Wales
- A University Degree from a recognised academic institution
- A teaching qualification from a recognised academic institution

The following qualities are essential:

- A strategic thinker
- A positive team player
- A warm, engaging and approachable personality

- Determination and tenacity
- Ability to build and lead an outstanding teaching team who will work in harmony with the wider College community
- An efficient administrator
- IT-literate

Remuneration

- An attractive salary
- A relocation allowance
- Accommodation allowance
- School fees remission of 100%, subject to the College's usual standards and procedures for the admission of pupils
- Private medical insurance for the post holder and his or her dependants
- Annual return flights to the UK for the post-holder and his or her family

Applications

To apply, please send the following to Mr David Tongue, Headmaster of Brighton College Bangkok, at applications@brightoncollegebangkok.com

1. An application letter, addressed to the Headmaster, of no more than one and a half sides, outlining your strengths and stating why you wish to be considered for the role;
2. Your CV, including contact details of three referees, one of whom must be your current or most recent employer;
3. A completed Teaching Staff Application form, which is [here](#).

The closing date for applications is 7am Bangkok time on Monday 5th December.

Long list interviews will be held via video conferencing.

Successful applicants will be required to commence employment for our comprehensive induction programme on Bangkok in August 2017.

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.