



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

PREP AND SENIOR SCHOOL
Housemaster / Housemistress
Job Description

For August 2017

Introduction

Brighton College Bangkok is a dynamic and exciting school looking for enthusiastic and caring pastoral leaders. This is a unique opportunity to join an exceptional and hard working team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons.

An Outline of the Role

The Housemaster / Housemistress will play an integral part in all aspects of our school, they will lead and manage the day-to-day pastoral care and welfare of all the children in their House. S/he should be an adaptable and innovative leader, a good motivator, communicator and administrator, and should be capable of managing key aspects of an expanding and high-profile British-style International School. Housemasters / Housemistresses will develop a dynamic and exciting team spirit with healthy competition, encouraging the pupils in all areas of school life. With the primary goal of creating a strong and unified community within our College community to which all pupils are proud to belong and towards which they feel a strong sense of unity. S/he should be able to provide professional leadership and guidance on a wide range of pastoral matters to ensure the happiness, progress and development of the pupils and the Tutor team in the House.

The role is almost entirely pupil focused; Housemasters / Housemistresses will get to know, monitor, support and track the pupils in their House from Year 4 through to Year 8 in the Prep School and in Years 9 – 13 in the Senior School. Housemasters / Housemistresses will lead and liaise with Tutors in each year group and have access to all the pupil data through iSams as well as confidential files to enable them to know thoroughly the pupils in their care.

Houses at Brighton College Bangkok will underpin all that we do, and as such the Housemasters / Housemistresses will be pivotal in the development and organisation of the school as a whole. This will be a key role over the next few years and we are looking for exemplary individuals to lead each House.



Brighton College Bangkok

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/IB Diploma. 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.

PREP AND SENIOR SCHOOLS – opening in September 2017

Brighton College Bangkok Prep and Senior Schools will open on a spectacular, state of the art campus, which includes a specialist Performing Arts Hub, a large Sports Centre with IOC approved swimming pools, an IOC 400m running track, and innovative and dynamic Learning Resource Centres which run through and link all areas of the College.



BRIGHTON COLLEGE BANGKOK

A member of the Brighton College family of schools

Skills

- Enthusiastic and passionate about education with a sound understanding of UK best practice
- Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents
- Able to lead and create a strong and dynamic team of Tutors
- Creative and innovative across all aspects of pastoral care in the school
- Able to provide support, guidance and leadership to the staff in their department
- Competent in monitoring and evaluating teams and individuals
- Understanding of the needs and issues facing all stakeholders within the College community
- An exceptional organiser and administrator
- Be persistent and see tasks through from beginning to end
- Flexible and adaptable to the varied demands of working in a startup school
- Proactive in all aspects of College life through participation and support
- Able to work successfully under pressure with excellent organisational skills
- Able to take responsibility and be accountable for all aspects of the House
- Able to present a professional image in line with the high expectations of Brighton College
- A talented communicator both orally and in writing
- A confident and competent user of IT in the classroom and for administrative purposes

The Housemaster / Housemistress is responsible for

- The welfare, happiness and progress of all pupils in their House
- Ensuring that every pupil in the House develops his social and academic potential to the fullest extent
- Ensuring good discipline by supporting the Tutors as matters arise and dealing with disciplinary matters and logging them appropriately

Leadership Responsibilities

- To lead a House Tutor team and create and develop a positive team atmosphere
- To drive excellent standards of pastoral care in the House
- To introduce creative initiatives and drive collaborative projects to ensure a varied and inspiring school experience for all
- To ensure that all members of your team encourage each pupil to reach their potential through enthusiastic and personalised tracking and monitoring, rigorous record keeping and follow up for all pupils
- To track and monitor the progress of all pupils in your House, including attendance and punctuality and act upon this
- To develop and maintain close relationships with the parents of children in your House, to welcome them and get to know them
- Liaising with parents on all academic, pastoral and disciplinary matters, as appropriate in consultation with the pupils' class teacher / House Tutor
- To select, train and lead House Captains / Heads of House
- To maintain a House Handbook
- To ensure registration and tutor times are constructive and beneficial for all involved with all necessary tasks and activities carried out and followed through
- To take a lead in the future development of the House in the College

- To lead and organise a House Charity and to run one event per academic year
- To be jointly responsible for the House's budget
- To be responsible for organising regular Tutor meetings and recording the minutes
- To be responsible for the House's contributions to the College VLE, the website, social media and publications as necessary
- To take a lead on and oversee the completion of accurately produced reports
- To contribute to the College's Self Evaluation and Development Plan
- To attend all meetings and INSET as required, attending and contributing to House Masters / Mistresses meetings
- To maintain close links and regular contact with House Parent Reps
- To work with the other Schools' House Masters and Mistresses as necessary throughout the school year
- To attend all parents' evenings, assemblies, productions, sporting and special events in which members of your House are involved
- To support and coordinate members of your House in all House competitions
- To run House Assemblies linked to the School Values, PSHEE and any other events either nationally or internationally as necessary
- To organise House events including but not limited to: a start of year House social such as bowling, a House breakfast for each year group, a House tea for parents at the start of the year, pastoral parents' meetings
- To welcome new pupils and ensure that everything is organised for their first day including a buddy, planner, timetable.
- To take a lead in the induction of new staff
- To encourage the development of and give any necessary support to, creating a House space of which the pupils can be proud and enjoying having ownership of.
- To be involved in the appraisal of the Tutors
- To manage any House Notice boards with House staff and pupils
- To carry out tours for prospective families as necessary
- To complete pupil confidential references as requested by the Leadership team

Teaching and Learning

- To encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To be aware of, and comply with, all the College policies including those for marking and assessment, teaching and learning and reporting
- To develop and share schemes of work and resources, using in-house formats
- To assist with covering colleagues as required
- To attend all meetings and INSET as required
- To prepare, invigilate and assess, as required, internal and external tests and examinations

Pastoral

- To be aware of and act upon all policies regarding the safeguarding of children
- To show an active interest in each child's personal and domestic circumstances, and to foster the personal and social developments of each pupil in your care
- To actively promote the social, moral and cultural ethos of the College community
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- To create an atmosphere of support by being aware of, and fully compliant with, all the College policies, including the Code of Conduct, the School Rules, and the Anti-bullying Policy
- To be familiar with all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times
- To promote exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and comply with the College's rewards and disciplinary policies, promoting exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and act upon all policies regarding the safeguarding of children

Professional Responsibilities

- To promote pride in the College among the pupil body through high standards of dress behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend Parents' Evenings, Assemblies, productions, Sporting and other special school events during term time as the Head may from time to time require
- To be responsible for all College resources, particularly those in your care, reporting damage or loss to the appropriate authority within the College
- To contribute to the virtual learning environment, the website, social media and publications in support of your work
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To carry out any reasonable professional request made by the Headmaster or Head of School or member of the SLT and actively support the Co-Curricular Programme
- To be an ambassador of the College at all times, in school and in Thailand
- To lead by example in all areas of school life and to be a powerful role model for colleagues as an outstanding practitioner
- Reliable and respectful at all times

Formal Qualifications/Experience

- A good UK Honours Degree (or equivalent)
- A certified teaching qualification (i.e. Qualified Teacher Status)
- A distinguished record of teaching with possible middle management experience
- A strong record of professional development
- Experience of GCSE/IGCSE and A Level, as appropriate

Remuneration

- A competitive salary
- A relocation allowance
- Accommodation allowance
- 100% remission of school fees at BCB for two children, subject to the usual standards and procedures for admission
- Medical insurance for the post holder and his or her dependants
- Flights to point of origin 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.