



DENLA BRITISH SCHOOL  
BANGKOK

INFORMATION PACK for the post of  
DEPUTY HEAD-ACADEMIC/DIRECTOR OF STUDIES



Appointment for January 2018 or as soon as possible thereafter

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# 1. Denla British School

## 1.1 Introduction

Located in the province of Nonthaburi approximately 45 minutes north of central Bangkok, Denla British School (DBS) opens for its first full academic year on the 28<sup>th</sup> August 2017. Initially open for children aged 3-11 (Early Years 1 to Year 6), DBS will extend to Year 8 in 2018, and then to Year 13 in future years. At capacity, the School will have approximately 1,600 pupils. Since our launch, DBS has attracted a significant amount of interest from local families, with enrolment continuing to grow on a daily basis.

To prepare pupils for the transition into a British Curriculum school, DBS established a uniquely designed 'Transition Programme' which opened in May 2017. The DBS Board is now seeking an inspirational Deputy Head-Academic/Director of Studies to embed an outstanding academic programme and lead the development of the curriculum throughout the Prep and Senior years in liaison with the Heads of Department.

## 1.2 Vision and the DBS Way

Our vision is to nurture aspiring future leaders of the world through the provision of an academically rigorous and well-rounded education, structured on DBS's four key principles known as the DBS Way:

### An Enhanced British Curriculum

Our education programme combines a progressive and rigorous academic curriculum with a fulfilling and diverse co-curriculum. By combining these elements, pupils benefit from an extended school day and the opportunity to develop as able, well-rounded young people. Our enhanced British curriculum ultimately prepares pupils for IGCSEs and A-Levels.

### Academic Excellence for All

With the encouragement and support of dedicated teachers, pupils benefit from a personalised approach to teaching and learning that encourages them to reach their highest levels of achievement. Our motto, *Semper Ad Maiores (Always to Greater Things)*, embraces challenge and we want all Denla British School pupils to be fully engaged in their learning, work hard and excel.

### Entrepreneurialism

The demand for young people with an entrepreneurial mind-set is continuously increasing. The global economy that today's young people graduate into necessitates individuals who are business-minded, problem-solvers, strong leaders, and excellent team players. At Denla British School, experiential learning helps pupils to develop these skills and introduces them to the concept of entrepreneurship.

### Preserving Thainess

We are committed to preserving the "Thainess" of our society, by placing importance on Thai language, culture, and arts. We also value the need to teach our pupils the importance of respect, thoughtfulness, considerateness, kindness, generosity and mindfulness. Our pupils benefit from the rigour and breadth of an enhanced British curriculum, without losing their strong links to Thai culture.

## 1.3 The Denla Story

Denla British School builds on Denla Schools' existing tradition of providing outstanding education within Thailand. Our first school, Denla Kindergarten, was established in 1979 with the aim of providing quality, caring education for young children. Denla Rama V, our second school, opened in May 2006 to meet ever increasing demand. Today, Denla Schools are proud to provide nursery and kindergarten education for approximately 3,000 children from 2 to 6 years of age.

Denla have built up an enviable reputation on the strength of our leadership, our vision and mission, the diligence and loyalty of our 600 staff and the achievement of our pupils. Denla Kindergarten children often gain scholarships at their destination schools. Denla Kindergarten Schools offer three distinct programmes:

- Thai Programme
- English Programme
- International Programme

The Denla Schools' Group has now reached another very exciting moment in the history of Denla Schools following the opening of Denla British School. The School remains true to the 'Thainess' of Denla's ethos and blends this with an exciting, international outlook, grounded in the strength and tradition of a UK independent day school style education. Denla British School enhances an already strong Denla community which engenders lasting friendships, provides a natural feeder School for the Kindergarten pupils, a care for one another and a commitment to quality.

## 1.4 School Organisation

Denla British School is organised according to three phases of education to ensure that the ethos and standards of the School are embedded at all stages of the pupils' education.

- The Pre-Prep Department for pupils aged 3 – 7
- The Prep Department for pupils aged 7 – 13
- The Senior Department for pupils aged 13 – 18

## 1.5 Curriculum

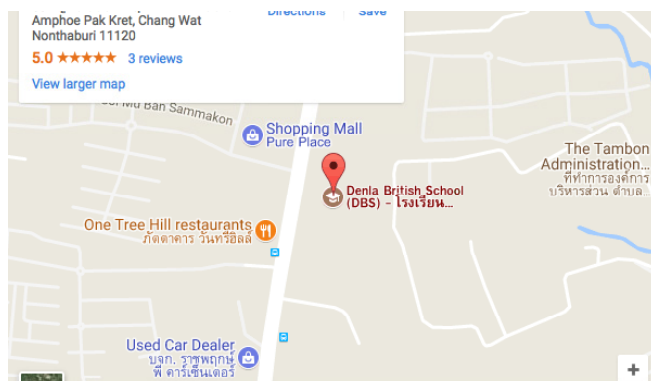
Our curriculum is based on the best practice models of UK independent schools and the National Curriculum for England. Our rigorous but broad core curriculum prepares pupils for the academic demands of IGCSE and A-level. It is complemented by an integrated co-curricular programme that ensures pupils develop the interests and skills they need to lead successful and fulfilling lives at university and beyond.

We offer children a breadth of experiences in a diverse range of subjects, from the traditional academic subjects through to visual and performing arts, and sport, allowing each pupils to discover for themselves their passions and interests. We recognise the importance of world languages and provide sufficient curriculum time for pupils to become proficient in English and Mandarin, as well as extend their expertise in Thai language. Our specialist teachers, with their excellent subject knowledge, support each child in fulfilling their passion and nurturing their talent. From Year 5, all subjects are taught by specialist teachers and prep time is allocated as part of the extended school day.

Our school day starts at 8.00am and finishes at 3.30pm for children in Pre-Prep and 4.50pm for Prep and Senior pupils. The main curriculum is further enhanced by a weekly programme of extra-curricular activities, held either at the end of the school day or on Saturdays, and through holiday programmes.



## 1.6 Location



## 1.7 Facilities

The School's campus extends across 18 acres and is situated on a primary road where many gated communities, restaurants, shopping malls and other facilities can be found.

The state of the art, purpose built buildings have been designed to provide an inspirational teaching and learning environment, and provides pupils of all ages with access to an array of premium facilities. The first phase of the building programme is now complete and constitutes the main Pre-Prep and Prep School buildings that house a superb range of specialist facilities including:

### Indoor Facilities

- Early Years centre
- Science labs
- Mac Suite
- Music Centre
- 2-D and 3-D art rooms
- Maker space
- Library
- Indoor 25m and 12m learner pools
- Sports hall
- Dance and fitness studios
- A black box, 200-seat, theatre
- 76sqm classrooms
- Dining Hall



### Outdoor Facilities

- Full size football pitch
- 400m running track
- 3 tennis courts
- Golf training area
- Basketball courts
- The DBS garden
- Play areas



The Senior School buildings will be delivered in the second phase of works and have been planned to include for an equally impressive array of specialist teaching and learning spaces that will promote the most contemporary ways of curriculum delivery.

The campus also includes on-site staff accommodation for senior staff and teachers.

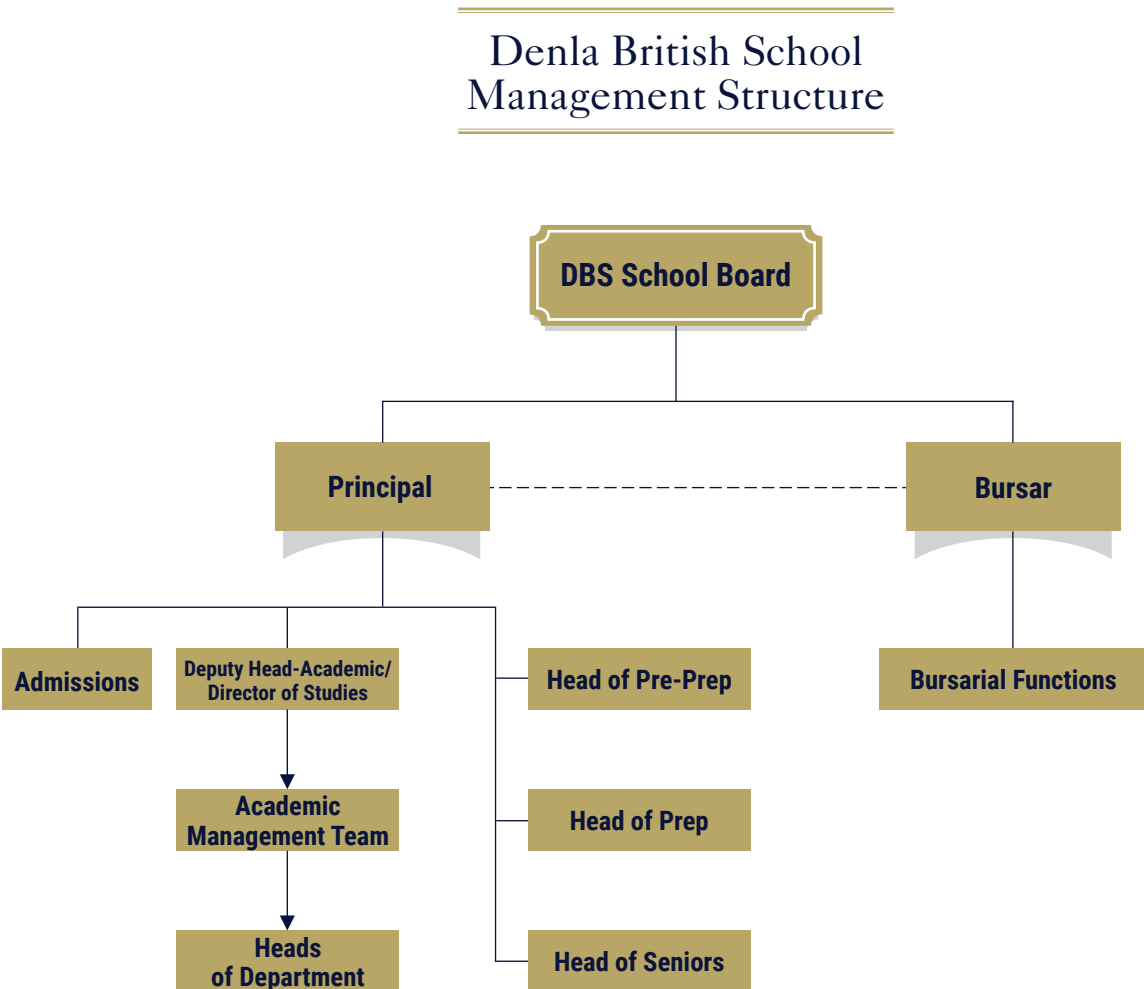
## 2. Governance and Leadership Structure

Denla British School employs over 100 staff who are all committed to education and enjoy the family oriented nature of our school. Our British and international staff work alongside local staff who are employed across the various operational functions of the School.

### 2.1 Governance

The Pandejpong family have been the proprietors of Denla Schools since the opening of their first Kindergarten in 1979. Mr. Arn Pandejpong is the Founder of Denla Schools and Chairman of the Board of DBS. His two sons, Dr. Toryos Pandejpong and Dr. Temyos Pandejpong are both Directors of Denla Schools and Board members of DBS. As Directors of the Schools, they both take an active role at DBS focusing specifically on strategy, business development, construction and financial planning. The proprietors are committed to working closely with the Principal and senior staff, supporting them to enable the vision and objectives of the school to be met.

### 2.2 Leadership Structure



## 3. The Appointment

We are currently seeking to appoint an outstanding individual to be our Deputy Head-Academic/Director of Studies. The selected candidate will possess the vision, ability and experience to lead the School's Teaching and Learning programme as it progresses and expands into the upper years of Prep and Senior School education. The Deputy Head-Academic/Director of Studies will report to the Principal and will be a member of the School's Academic Senior Management Team.

### 3.1 Job Purpose

To ensure that the curriculum and co-curriculum at DBS provide continuity and progression as well as breadth and balance for all pupils from Prep to the Upper Sixth, so that they can achieve the highest possible academic outcomes and develop as well-rounded young adults. The Deputy Head-Academic/Director of Studies will be responsible to the Principal for the quality of teaching and learning across the School and the completion of an annual school timetable.

### 3.2 Responsibilities:

#### Leadership and Management

1. To lead the School's Academic Management Team and assist, advise, represent and support the Principal in all matters relating to the School's vision, mission and plans.
2. The post holder must subscribe fully to DBS's special ethos, the core values of DBS – known as The DBS Way – and understand how academic study, pastoral care and co-curricular activities contribute equally within it.
3. To support and respect the School's Thai culture and be aware of the work and curriculum requirements for successfully teaching Thai at DBS in liaison with the Head of Thai Language and Culture.
4. To lead the School's work on all matters relating to the enhanced British curriculum and co-curriculum programmes that DBS offers.
5. To line manage the subject Heads of Department and chair the meetings of the Heads of Department.
6. Responsibility for the reviewing of academic policies and adapting these to ensure they meet the developing needs of pupils and staff.
7. To lead and plan the induction of all new academic staff.
8. To oversee the work of the Learning Support and English as a Second Language Department, and to co-ordinate extra provision for G&T pupils.
9. To have oversight of daily staff cover.
10. To have responsibility for all communication with parents regarding the curriculum, examinations and reporting.
11. To assist the Principal with the pupil admissions policy and constantly monitor and manage arrangements for entrance assessment, and to contribute to all entrance decisions.
12. To plan the annual Professional Development programme for all staff in liaison with the Principal.

#### Curriculum

1. To work closely with the Head of Pre-Prep to ensure continuity and progression through to the Prep School.
2. To keep abreast of all UK and international curriculum developments and ensure that relevant documents are circulated and that everybody is updated.
3. To identify academic and curriculum priorities for the School and write the relevant sections of the School Development Plan to ensure that these are included.
4. Working closely and meet regularly with the Heads of Departments to promote effective academic and curriculum links between all departments within the School.
5. To advise the Principal on academic staffing needs and participate in the selection and interviewing of new staff as required.
6. To oversee (with administrative support) the production of the annual timetable for curriculum and co-curriculum studies.

### Teaching and Learning

1. To promote a critical approach to teaching and ensure that the quality of teaching and learning is monitored through lesson observations, learning walks, pupils work scrutiny and the School's learning environment.
2. To establish and monitor policies for the setting of homework and prep as the pupils advance through the School.
3. To teach at least 10 periods per week and contribute to staff cover.

### Assessment, Recording and Reporting

1. To establish and monitor policies for the marking of pupils' work.
2. To establish the annual assessment, recording and reporting cycle for the School and manage all assessment procedures including school reports.
3. Liaise with the Heads of Pre-Prep, Prep and Seniors as well as with Heads of Department regarding concerns about academic monitoring.
4. To scrutinize annual public examination results and prepare an analytical report for the Principal and Board.
5. To conduct annual interviews with all Heads of Departments with the Principal, to question and analyse their results.
6. To oversee the School's work in supporting relevant pupils for Common Entrance examinations in the UK and the School's guidance and support for pupils progressing to universities in the UK, USA, Thailand or other countries.
7. To line manage the Examination Officer.

### Budgets

1. To oversee the drawing-up of the annual Departmental budgets.

### Review and Accreditation

1. To carry out an annual review of each subject with the Head of Department and colleagues from the Academic Management Team.
2. To lead the preparation for inspection.

### Other

1. To attend Parents' Evenings and other parent engagement activities.
2. To contribute to the co-curriculum programme and pastoral life of the School.
3. Carry out any other reasonable tasks required by the Principal associated with a Deputy Head-Academic/Director of Studies role.

## 3.3 Person Specification

*E = essential*

*D = desirable*

#### Qualifications:

- A good degree from a good university. (E)
- Evidence of post – graduate education, including both academic and management study. (E)

#### Skills and Experiences:

- A successful track record of teaching 11-18 years old including A-level and GCSE. (E)
- A demonstrable track record of helping pupils to achieve consistently high A-level and GCSE results. (E)
- A successful track record of curriculum leadership as a Head of Department and/or a senior leader with curriculum responsibilities. (E)



- A clear knowledge and understanding of the best practices in the use of assessment and data to develop curriculum planning and personalized learning. (E)
- A demonstrable track record of curriculum leadership and management including innovative approaches. (E)
- Excellent leadership skills and the ability to communicate with all staff, parents and pupils on a variety of different levels, both written and orally. (E)
- The ability to lead teams and work collaboratively as a member of a team. (E)
- Outstanding organization skills and the ability to manage a range of priorities. (E)
- Able to initiate and implement change. (E)
- Experience of leading successful curriculum change resulting in improved teaching, learning and pupils' achievement. (E)
- A scientist or mathematician (D)

#### **Knowledge and Understanding:**

- An up-to-date knowledge and understanding of international and national trends in curriculum, assessment and pedagogy. (E)
- Knowledge of the requirements for Common Entrance examinations. (E)
- Knowledge of the requirements for university application process. (E)
- A very good understanding of IT and how technology can enhance and improve teaching and learning and allow innovation across the School. (E)
- Knowledge of British inspection requirements (E) and CIS accreditation. (D)
- Knowledge and understanding of how an enterprise curriculum can be embedded throughout all phases of the School. (D)
- Knowledge and understanding of the best practices for Teaching English as an Additional Language. (D)

#### **Qualities and Attributes:**

- Be able to communicate clearly and persuasively, both orally and in writing, with staff, pupils and parents alike.
- Be able to work accurately and calmly, and show resilience when under pressure.
- Be able to work collaboratively with colleagues within the School and with key contacts in other organizations: have a proven ability to work as a member of a team.
- Act at all times as an outstanding ambassador of the School.
- Be willing to work hard and with enthusiasm, avoiding a nine-to-four approach, and with a generosity of spirit which accepts that there will be a significant amount of out-of normal-hours work in a senior leadership role.
- Gravitas as a school leader, motivated and passionate about education, hardworking, a commitment to personal development and improvement, a good public speaker, an able and accurate writer of school related documents, efficient and effective, personable, strong integrity, honesty, energy, enthusiasm and respectful of other cultures.

### **3.4 Terms of Appointment**

The post attracts a competitive salary and benefits package appropriate for the experience, skills and personal circumstances of the successful candidate and will include:

- |   |  |
|---|--|
| • <b>Annual Salary in the region of £75,000</b> | • <b>Tuition fee concession at DBS</b> |
| • <b>Annual Performance Related Bonus</b>       | • <b>Medical Insurance</b>             |
| • <b>On site accommodatio</b>                   | • <b>Visa cost</b>                     |
| • <b>Start and end of contract flights</b>      |  |

## 4. Living in Bangkok

“

It's easy to say that the thing I love most about Thailand is Thai food. But then I'm reminded of that feeling of freedom during a motorcycle trip upcountry. And of the sensory overload of a busy morning market - or a night out in Bangkok. And of encounters with history and culture, the new and the old, at just about every turn. Did I mention the white-sand beaches, jungles, ancient ruins and Buddhist temples? Indeed, the food satisfies – but on second thought, Thailand offers so much more.

”

Austin Bush, Writer, 2016

Just one of many pieces of writing that tries to encapsulate the magic of Thailand. There is the buzz and excitement of Bangkok, a city that caters for many different interests and tastes. There is history, culture, vibrant markets and sensational food. There is also luxury and convenience; 5\* hotels, fine-dining restaurants, modern shopping malls and supermarkets provide everything you would expect to find in a developed global city.

There are the glittering temples, tropical beaches and nature reserves that make Thailand such an awe-inspiring place to explore. You can play in the gentle surf of Ko Lipe, dive with whale sharks off Ko Tao, scale the sea cliffs of Krabi, and recuperate at a health resort on Ko Samui. Alternatively, visit religious festivals in north-eastern Thailand, underground cave shrines in Kanchanaburi and Phetchaburi, or hilltop temples in northern Thailand.





## 5. How to Apply

The Board of Denla British School have engaged EduReach Education ([www.edureach.co.uk](http://www.edureach.co.uk)) to support them in all aspects of the School's opening. EduReach Education will manage the process of appointing the Deputy Head-Academic/Director of Studies on behalf of the Board and this work will include receiving applications, the initial screening of candidates, responding to enquiries and all other aspects of the recruitment process.

In order to apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to [philippaibbs@edureach.co.uk](mailto:philippaibbs@edureach.co.uk) by the closing date.

The closing date for applications is **Friday 18<sup>th</sup> August 2017**

Preliminary discussions and first round interviews with candidates will take place on a rolling basis – early application is therefore advised. Final round interviews will then be arranged with candidates on an individual basis.

Should you wish to arrange an informal discussion about the role, please contact Philippa Ibbs, Operations Executive at EduReach Education, by emailing her at [philippaibbs@edureach.co.uk](mailto:philippaibbs@edureach.co.uk) or calling her on **+44 207 340 8688**.

### 5.1 Safeguarding

Denla British School is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks.





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BANGKOK