



WELLINGTON COLLEGE
INTERNATIONAL
BANGKOK

Application for the post of Founding Head of Junior School (PN to Year 6)

June 2017

For January 2018

Application is encouraged from UK-trained Heads or Deputy Heads of Primary, Prep or Junior Schools (age 2-11) with some experience overseas, an understanding of high-quality independent British education and a strong vision of what constitutes outstanding provision.



Wellington College International Bangkok in Thailand opens in August 2018 and is planned to grow to accommodate up to 1,500 boys and girls aged 2-18 years. The school's facilities have been designed to be world-class. The design and appearance is modern whilst retaining some distinctive features of Wellington College, Berkshire and aspects which represent the local Thai culture. The building will be set amidst one of the largest and most attractive campuses in the world. The school will be located in Krungthep Kreetha, an area midway between Bangkok city and Bangkok International Airport, on part of the land of Unico Grande Golf Course.

The School

Wellington College International Bangkok (WCIB) will be the fifth in the Wellington College International family and the first of several planned for Thailand and the surrounding countries. It will benefit from strong partnership and collaboration with Wellington College UK and Wellington College schools in China.

WCIB aims to be the leading and most inspirational education provider in Thailand. In achieving this aim, it will be actively building upon the long and successful history of Wellington College in the UK, comparing favourably with the very best schools anywhere around the globe, with a reputation centred on a breadth of excellence, both in provision and achievement.

The school will be led strategically by a Board of Governors made up of local representatives and those appointed by Wellington College, all of whom are fully committed to establishing WCIB as the best provision in the region, and the Master, Christopher Nicholls, who will take up post in October 2017.

Vital to achieving our aims is the appointment of a strong and effective Head of the Junior School, a visionary yet down-to-earth and flexible team player with boundless energy, serious resilience and a genuine commitment to continual self-improvement in all areas of school life.



The Wellington Ethos

Wellington College is one of the most respected schools in the UK and is considered to be one of the greatest leaders in pioneering and transforming education for young people. It is a vibrant and popular co-educational school, voted best in England (Tatler), where students learn to be leaders for life.



The College has celebrated over 150 years of commitment to providing the highest possible standards of education and plans to continue to push the boundaries as it strives for further excellence in all areas in the 21st century. Wellington College adheres to the highest academic standards and provides students with the knowledge, skills and life expertise to achieve their personal best. However, an education based solely on exams does not fully develop each individual's potential.

The desire is that Wellington College afford every child the opportunity of growth and fulfilment in a setting which imbues the Wellington Values: Kindness, Courage, Integrity, Respect and Responsibility.

The vision for WCIB is to offer pupils access to an education rooted in those traditional values along with the progressive approach to learning that is synonymous with Wellington College. The aim is to foster among all students an appreciation and respect for their respective cultures, and in particular for those of our host country. WCIB aims to prepare pupils for success and happiness during and after life at the College.

The Curriculum

WCIB will offer the English Early Years Foundation Stage curriculum followed by the National Curriculum for England, as a basis for the core subjects. The school will prepare students for the International General Certificate of Secondary Education (IGCSE) in the Senior School and for either the Advanced-Level Certificate (A-Level) or the International Baccalaureate Diploma in the Sixth Form.

An important characteristic of the Wellington family of schools is focus on the Wellington Identity, the unique qualities that characterise the pupils who will populate our campus every day. Right from the youngest age, pupils at WCIB will be encouraged to be Inclusive, Intellectual, Independent, Individual and Inspired. Staff - and of course not least the Head - must be possessed of this Identity themselves in order to engender it in others: we believe in its importance and, at the same time, we *are* it.

An extensive extra-curricular programme of sports and other after-school activities will be provided to enrich and broaden the education offered. Indeed, high quality pastoral provision is central to the Wellington philosophy, with a thriving House system and a purposeful Well Being programme features of all Wellington schools.



The Post

1 Purpose

- 1.1 Ensure and oversee delivery of the whole curriculum
- 1.2 Ensure that the ethos, Identity and Values of the Wellington College family are fundamental to everything that happens in the School
- 1.3 Lead the staff, both indirectly by example and directly through meetings, presentations and other sessions, supporting and encouraging all to establish smooth flow of communication around the teacher - pupil - parents triangle
- 1.4 Ensure the maintenance at all times of a high level of creative, proactive and dedicated commitment throughout the Junior School

2 General Responsibilities

- 2.1 Be a member of the whole-School Senior Leadership Team
- 2.2 Provide dynamic, visionary and inspirational leadership and mentoring of the Junior School staff
- 2.3 Be responsible for the day-to-day management of teaching and learning in the Junior School, through delegated structures where appropriate
- 2.4 Take an active part in the life of the whole School and foster links within it for the benefit of pupils, parents and staff
- 2.5 Ensure that the personal, intellectual and developmental needs of every Junior School child are met and monitored appropriately
- 2.6 Share in the delivery of the curriculum as necessary
- 2.7 Offer and develop a vision for the Junior School as part of the whole-School development plan.
- 2.8 Represent the Junior School to parents and prospective parents
- 2.9 Ensure appropriate and outstanding integration between the Junior and Senior Schools
- 2.10 Set an excellent example of professional standards and leadership
- 2.11 This Job Description is not exhaustive; any other reasonable requirements or requests from the Master are expected to be carried out

3 Key Responsibilities

3.1 Management and Administration

- 3.1.1 Manage the budget of the Junior School efficiently and effectively and liaise with Operations and Finance to this end



- 3.1.2 Oversee and monitor the use of resources and the maintenance of equipment and materials
- 3.1.3 Ensure that Health and Safety and Safeguarding regulations in the Junior School are observed and regularly reviewed
- 3.1.4 Be a member of the school Health and Safety Committee
- 3.1.5 Draw up, run and update a Development Plan for the Junior School in line with the whole-school Development Plan
- 3.1.6 Oversee the design and implementation of the whole curriculum and pupil progress, achievement and attainment against and within it
- 3.1.7 Ensure that all schemes of work, policies and procedures are updated and followed
- 3.1.8 Line manage the Leader of the Pre-Prep
- 3.1.9 Attend Board-level meetings as requested or required, as a non-voting attendee
- 3.1.10 Create, or directly manage the creation of, the Junior School timetable, ensuring its suitability in all respects

3.2 Teaching and Learning

- 3.2.1 Allocate teaching responsibilities appropriately and effectively
- 3.2.2 Oversee, and ensure the excellence of, curricular, extended-curricular and extracurricular provision, including visits, trips and other off-campus activities
- 3.2.3 Ensure excellent standards of teaching and learning are maintained in all areas
- 3.2.4 Ensure breadth, continuity and coherence of curriculum development
- 3.2.5 Liaise with the Senior School as necessary on overlap teaching and mentoring
- 3.2.6 Ensure provision is made for the full range of pupil abilities and aptitudes
- 3.2.7 Ensure pupil assessment and tracking are accurate and ongoing and performance information is used effectively to inform planning and maximise pupils' progress, achievement and attainment

3.3 Pastoral Care

- 3.3.1 Ensure that all pupils in the Junior School share a practical understanding, and appreciation, of the School Values and that, as a consequence, the happiness, safety and wellbeing of every child in the School are considered, addressed and maximised
- 3.3.2 Ensure that the behaviour expected of pupils is modelled by staff and understood clearly by pupils
- 3.3.3 Communicate and liaise closely and frequently with parents and develop excellent professional relationships
- 3.3.4 Oversee the running of the House system, ensuring that it supplies plentiful opportunities for vertical



engagement and healthy competition as well as discussion and consideration of the School's Values

3.3.5 Co-ordinate Junior School assemblies to reinforce the school's ethos and Values, promote a strong sense of identity and community, celebrate success

3.3.6 Attend meetings of the Pastoral Committee

3.3.7 Liaise with the Head of the Senior School regarding Year 6-7 transition

3.4 Staff

3.4.1 Lead, mentor and monitor the work of all Junior School staff

3.4.2 Oversee the induction process for new staff, ensuring it is of the highest standard and that it meets all regulatory requirements

3.4.3 Design and run an excellent staff Performance Management process which rests on self-evaluation and is fundamentally supportive

3.4.4 Liaise with, and supply accurate information to, the Master on staffing needs

3.4.5 Take an active part in the recruitment process for all Junior School staff

3.4.6 Oversee the Reporting process, ensure all pupil reports are proofread effectively and add individual comments when appropriate

3.4.7 Organise and chair all necessary and regular meetings

3.4.8 Ensure that appropriate cover work is set in the event of staff absence and that all classes are covered effectively





3.4.9 Oversee the construction and running of staff duty rotas

3.4.10 Ensure that appropriate and serious consideration is given to the happiness, safety and wellbeing of staff and that, where possible, appropriate action is taken and support given

3.5 Parents

3.5.1 Build, develop and maintain excellent relationships with parents

3.5.2 Oversee and monitor all communication with parents and others

3.5.3 Keep parents fully informed and respond to individual and general pastoral, academic, social and other issues in a timely, polite and effective manner

3.5.4 Ensure that an appropriate, effective and efficient schedule of Parents' Evenings and Parent Information Sessions is created, calendared in good time and run properly

3.6 Marketing

3.6.1 Develop links with the wider community and with outside agencies, in support of the effective and proactive recruitment of pupils

3.6.2 Meet prospective parents as part of the initial Admissions process

3.6.3 Assist in the planning and preparation of, and attend and contribute to, Open Days and other marketing-focused events

3.6.4 Contribute a section to the weekly school newsletter and write other publicity materials, including official School social media entries as required, liaising as appropriate and necessary with others

Notes: this job description is subject to annual review and - furthermore - is open for immediate constructive discussion with the successful candidate. It does not cover aspects of the pre-Opening work that needs to be done before September 2018. Such work, often shared with the Master, will sometimes be ad-hoc; it is important for the successful candidate to be prepared for some fascinating and unexpected tasks!

The Person

	Essential	Desirable
Education	Honours degree PGCE/QTS	Master's degree in Education Relevant postgraduate qualifications
Knowledge	UK education	UK Independent schools British schools overseas
Experience	Senior leadership of a Prep, Junior or Primary school	Leading a British international school Leading a school through a successful inspection Being part of the founding team of a school
Intelligence	Clear thinker	Innovative, creative problem-solver
Skills	An excellent teacher	Experience in primary and secondary contexts
	An excellent communicator, both oral and written	An excellent proofreader
	A negotiator	Strong emotional intelligence
Leaning Towards	Analytical approach	Strategic understanding
	Positive, constructive approach	
	Persuasive when reaching out to different sections of the community on behalf of the School	
Character	Inclusive, intellectual, independent, individual, inspired, reliable, tenacious, has integrity, impartial, motivated, culturally aware, calm under pressure, flexible, respectful, can laugh at self.	

Remuneration Package

The successful candidate will receive a competitive salary and package with benefits appropriate to the responsibilities and status of the position.

Application for this Post

Candidates should, in the first instance, send a full, up-to-date CV, accompanied by a letter of application and details of **three** professional referees (of whom one must be the current or most recent employer) by email to hr@wellingtoncollege.in.th. The closing date for applications is **21st June 2017**.

Longlisted candidates will be interviewed via Skype; those on the shortlist will be invited to Bangkok for final interviews, which will take place over the period 24-26 June, 2017.

References

Please note that we do contact the referees of all shortlisted candidates; if you have a specific preference that we not contact someone immediately, please indicate this in your application.

Identification and Qualifications

Shortlisted candidates will be asked to bring originals of all qualifications referenced in their applications, along with proof of identity. Qualifications may be further checked by phone.

Safer Recruitment

WCIB is fully committed to safeguarding and promoting the welfare of children, young people and adults. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

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