

NORTH LONDON COLLEGIATE SCHOOL BANGKOK

seeks a

VICE PRINCIPAL (PASTORAL CARE)

Effective 1st April 2020

THE SCHOOL

Founded in partnership with Paragon Partners, North London Collegiate School Bangkok (NLCS Bangkok), will offer an academically ambitious education in keeping with the aspirational ethos of NLCS (UK). The School will provide the same impressive range of extra-curricular activities for which North London Collegiate School (UK), NLCS Jeju (South Korea) and NLCS Dubai, are well known, to foster well-rounded individuals who are capable of becoming leaders.

The school aims:

- to provide an ambitious academic education and to enable each student to make the most of their gifts;
- to maintain a team of professional teachers to whom each student is important, and who can introduce their subjects with enthusiasm and drive;
- to enable all students to recognise academic excellence and to realise that it is attainable;
- to make the school a place where the whole personality can grow;
- to foster good relations between staff and students, and between the students themselves;
- to teach students that education is much more than passing examinations, and to try themselves out in a variety of ways;
- to maintain a community which is tolerant and teaches service to others.

This selective girls' day school for students aged 5-18 years, will be built and funded by NLCS International's partners, Paragon Partners. The school will be purpose built, boasting impressive, state-of-the-art facilities.

THE POSITION

Each of the Vice Principals will support the Principal in the strategic leadership of the school in order to provide the highest quality of education for students at NLCS Bangkok. They will work collaboratively within the Senior Leadership Team in order to provide strong educational leadership, taking a key role in strategic planning and delivery and in the development and effective implementation of school policy; many duties will involve extensive delegated authority.

As a member of the Senior Team, he / she will be expected to be flexible in approach. The school has a policy of involving staff in decision-making and the Vice Principals will be expected to chair regular staff committees as well as ad hoc working groups when appropriate. The Vice Principals will share a number of general leadership responsibilities with the Principal, such as assemblies, attendance at functions, parents' and governors' meetings and an involvement in staff appointments and promotions. They also deputise for the Principal as required, and will be expected to develop strong and positive relationships within and outside the school community and to appropriately represent the school and promote the aims and objectives of the school.

The Vice Principal (Pastoral Care) will have specific responsibility for ensuring the wellbeing, pastoral care, good behaviour and safeguarding of the students in the Senior School, serving as one of the school's Designated Child Protection Officers, and for ensuring that a consistent approach to pastoral care is taken between the Junior and Senior Schools. He / she will be responsible for embedding an understanding that

'everyone matters', for ensuring that every student is well-known and valued as an individual, and for making sure that no student is without support in her time at the school; this includes overseeing the work of the school's pastoral teams and the medical and counselling services. The post-holder will also lead and co-ordinate the school's Personal, Social and Health Education provision and oversee relevant student committees.

He / she will be responsible for all aspects of the admission of all students to the Senior School (including the transition of students from the Junior School), for the welfare of staff and their professional development (including appraisals), for overseeing the processes for communication with parents about students' progress, and for co-ordinating the school's links with the wider community. This will include the school's fundraising and charity endeavours, community service and developing links with schools nationally, internationally (including educational links with NLCS (UK) and other schools in the NLCS family). He / she will also line manage staff with responsibilities in the programme of charity, fundraising and community service.

The role will involve arranging inductions for new staff and students, arrangements for key school events (including Founder's Day), overseeing the marketing function of the school (including line management of relevant support staff), chairing weekly Administrative Team meetings, and oversight of the school calendar. The post-holder will also oversee exchanges for both students and staff.

The Vice Principal (Pastoral Care) will be selected by the NLCS International in conjunction with the Principal of NLCS Bangkok, and will be answerable to the Principal on strategic and operational matters in order to deliver the highest quality of provision and to ensure that the ethos and standards of an NLCS school are established and maintained. The Vice Principal (Pastoral Care) will be accountable to the Principal for the effective implementation of policy and strategy, including the design and delivery of key elements of the School Development Plan, and will work closely with other members of the Senior Team on the day-to-day operations of the school.

The successful candidate for this position will be able to demonstrate strong leadership, team building and communication skills, a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the school community.

The role of Vice Principal (Pastoral Care) at NLCS Bangkok is a unique and incredibly rewarding leadership challenge. This is an exciting opportunity to be part of the development of a new school from scratch, drawing on the significant educational expertise and resources of NLCS International. As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.

THE SENIOR TEAM

The Senior Team will be led by the Principal and will be committed to strategic leadership. It will include four Vice Principals and Bursar. The team will meet regularly and act as an advisory group for the Principal on all matters of whole policy and operation. The team will formulate the annual strategic plan. It will also monitor and evaluate the work of the School.

TERMS AND CONDITIONS

A competitive package will be offered to the successful candidate, which will include the following:

- Initial three year contract
- Accommodation
- Relocation costs
- Annual return flights to home country
- Health insurance

PERSON SPECIFICATION

The successful candidate should have the following qualities:

Educational values

- A commitment to the philosophy that all children, irrespective of background or ability, are entitled to be taught by passionate and knowledgeable teachers
- A commitment to offering an education that inspires pupils with a love of academic subjects in a school that has a strong culture of academic ambition and rigour
- A commitment to creating a scholarly and vibrant atmosphere in the School, so that all pupils can give of their best and flourish, through subject teaching that inspires and stretches, and through a rich programme of activities outside the classroom
- A commitment to encouraging pupils to try themselves out in a variety of ways, and in doing so develop a belief in themselves and the ambition to achieve their dreams
- A commitment to an aspirational ethos in which every child matters and in which all pupils feel happy, confident and valued as individuals – where no child is written off, and where there are no limits on the expectations of any child's achievements
- An excellent classroom practitioner with a commitment to challenging pupils academically and encouraging a passion for their subject both inside and outside of lessons

Strategic Perspective

- Ability to think strategically
- A vision of a high quality broad and balanced education
- Knowledge of national and international development in curriculum and examinations
- Ability to consider wider implications outside the immediate operating environment when making decisions

Leadership of People

- Successful experience in leading teams of staff
- Ability to persuade and lead individuals and groups of Senior Staff to achieve agreed objectives
- Ability to show respect and consideration for others
- Ability to be resolute in achieving objectives
- Experience of pastoral leadership within a significant, relevant organisation and proven ability to develop strategy and convert it into results
- Experience of working with students and staff from a variety of cultures

Decision Making

- Willingness to accept responsibility for decisions

- Confidence to make judgements in delegating responsibilities to others

Communication

- Ability to present effectively, on paper and verbally, concepts, intentions and arguments
- Ability to communicate effectively with a variety of audiences
- Ability to listen to and learn from the views of others

Management of staff and resources

- Proven ability in the successful leadership of staff and management of resources
- Ability to create and develop leadership and pastoral care structures
- Proven commitment to recruiting and developing highly qualified and able staff

Planning and Organisation

- Ability to prioritise and plan objectives
- Financial awareness and ability to identify risks and opportunities
- High levels of efficiency and good time management
- Ability to monitor and evaluate outcomes of decisions to inform the next stage of planning

Personal Effectiveness

- High levels of energy and stamina to achieve personal and school objectives within the necessary timescales
- Ability to demonstrate emotional intelligence and empathy, adaptable to differing situations
- Ability to be sensitive of and adapt to cultural differences
- An international outlook and an appreciation of the richness that a diversity of cultures brings to a school
- Drive, tenacity, resilience, ability to maintain focus, objectivity and sound judgement under complex conditions and pressure
- Ability to generate and deliver collective vision and shared purpose

APPLICATION PROCESS

All candidates must submit an application form and cover letter outlining your suitability for the role, addressed to the Principal, Mrs Gwen Byrom.

Applications close at 12 noon, GMT, Tuesday 12 February 2019.

Long-list candidates will be invited to take part in an initial fact-finding conversation the week commencing Monday 25 February 2019.

Shortlisted candidates will be invited to take part in an interview at NLCS (UK) on Tuesday 12 March 2019.

Applications should be submitted as PDFs to: bangkokrecruitment@nlcs.org.uk