



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

Job Opportunity

Position / Job Associate Director of Higher Education (ASEAN)
Specification:

Posting Date: 8 February 2022

Closing Date: Interested candidates are suggested to apply immediately.
(Applications will be considered as they arrive.)

Department: Higher Education

Salary: Shrewsbury International School local hire non-QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Two-year contract;
- Medical insurance with Cigna (Thailand);
- Generous support for personal professional development

General: Shrewsbury International School Bangkok is one of South East Asia's outstanding international schools. It has two campuses in Bangkok; Riverside and City.

Riverside campus currently has 1,850 students enrolled from Early Years to Sixth Form. The School boasts exceptional examination results and particular strengths in the creative arts, design and sport. The Riverside campus enjoys a spectacular setting on the banks of the Chao Phraya River in the heart of Bangkok where the teaching environments are spacious, fully equipped and dramatic. In September 2021, the Senior School at Riverside expanded its capacity adding a range of spectacular new facilities.

There is ready access by road and boat, which provides an easy and quick link to Bangkok's Skytrain and the city centre. The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and, year-on-year, develops into a world class educational partnership.

City Campus opened its gates in August 2018 and builds on the success of Shrewsbury International School Bangkok Riverside. There is regular liaison between the two campuses, with graduates from City Campus progressing to Shrewsbury Riverside at the start of Year 7. (www.shrewsbury.org.uk)

Position Summary: This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with The Principal and the Vice-Principal (Head of Senior).

The position of Associate Director of Higher Education is likely to appeal to an individual with extensive experience of giving guidance and application support to students applying to university and HE colleges in the ASEAN region.

Key Responsibilities: The Associate Director of Higher Education (ASEAN) is:

- Responsible to the Director of Higher Education;
- Responsible for the continued development of the provision to ensure top placements on prestigious courses at Thai universities;
- Responsible for developing support in school for Thai and overseas Medical applications; (including MMI, Interview practice and Medical Ethics sessions).
- Responsible for the leadership of all applications in the ASEAN region and especially with regards to courses in Japan, Hong Kong and Singapore;
- Responsible for developing provision to support applications to Australian universities;
- A member of the Sixth Form Team, which is responsible for all aspects of guiding and supporting students as they apply to

university. The support network involves working with Sixth Form Tutors, Subject Teachers and Administrative Support Staff;

Tasks:

The Associate Director of Higher Education (ASEAN) will:

- Advise students regarding college and university selection, focusing on finding the 'best fit' for our highly academic, talented and ambitious students;
- Lead the workshops during or outside the school day, to instruct students on the construction, content and theme of application essays – focus given to writing styles appropriate to a range of courses, institutions and countries;
- Provide individual care and support for student applications – meeting all administrative requirements (online and paper), ensuring all deadlines are planned for and met, all required documentation is in place and all aspects of the application are of the highest quality. Familiarity with online information and application systems including UCAS, BridgeU and Unifrog would be helpful;
- Provide individual care and support to students as they begin, develop and complete their essays and statements to the highest quality;
- Help students to understand, manage and prioritise the competing pressures of applying to multiple country destinations. A knowledge of applying to the UK, Canada and the US is helpful in this;
- Advise and support students in the final phases of their application to university – responding to offers, managing examination results and documentation, mid year and final transcripts and securing their place at their chosen university;
- Write and supply, in consultation with the Sixth Form Team, academic and personal references for designated students;
- Work closely with the Sixth Form Team in helping prepare students for admission interviews and advising students about test scheduling and registration;
- Establish positive network relationships with a wide range of

University Admissions Offices across the ASEAN region and especially Thailand, to facilitate counsellor calls, on campus visits and the promotion of Shrewsbury International School and its students to the wider international community;

- Be a member of the Futures Team, which manages the transfer of our existing Year 11 students into the Sixth Form through one to one interviews with students and parents;
- Deliver elements of the Sixth Form Studies programme to Year 12 and 13 and the Careers modules of the Learning for Life programme to Year 9, 10 and 11 with direction from the Director of Higher Education and the Head of Learning for Life;
- Be a member of the Alumni committee, working to build lasting relationships with and opportunities for, our graduating students;
- Attend, where appropriate, Sixth Form Parent / Teacher consultation events – including presentations from The Principal and Head of Sixth Form;
- Participate in the “You-Time!” programme in consultation with the Director of Higher Education and the Director of Sports and Activities;
- Attend Sixth Form Team meetings;
- Be available in School to support students on A Level Results Day

Professional
Expectations:

The Associate Director of Higher Education (ASEAN) will:

- Be able to read and write in Thai
- Possess unparalleled commitment to the future ambitions of our students;
- Have the drive to achieve our shared goal of student acceptance to the world’s leading universities;
- Demonstrate initiative in the defined tasks and areas of responsibility;
- Demonstrate outstanding communication skills with students and staff in the Senior School;

- Be a role model for students and staff in the Senior School;
- Maintain close contact with the Director of Higher Education and Head of Sixth Form and establish strong and respectful working relationships with each;
- Be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- Be familiar with The School's Guiding Statements and commit fully to their aims;
- Be familiar with The School's Child Protection Policy and commit fully to its aims and promote its implementation on a daily basis;
- Be familiar with The School's English Speaking Environment Policy, commit fully to its aims and promote its implementation on a daily basis;
- Be familiar with The School's English as an Additional Language Policy and commit fully to its aims and promote its implementation on a daily basis;
- Be familiar with the contents of the Staff Handbook and The School Policy Compendium and implement the procedures as appropriate;
- Commit fully to The School's Performance Management programme;
- Attend Professional Development (INSET and external) as determined by the Principal within the bounds set in the Employment Agreement;
- Will commit to The School's extra-curricular programmes;
- Communicate with students, colleagues and parents in a respectful and courteous manner in accordance with the paradigms established by The Principal;
- Will set the tone for students in attendance, punctuality, appearance, dress, courtesy and professionalism.

Child Safeguarding:	<p>Shrewsbury International School is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to</p> <ul style="list-style-type: none"> • attend in-house Child Safeguarding training; • promote and safeguard the welfare of all students in the school; • report to the Head of Student Welfare any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Speak Out (Whistleblowing) Policy. • keep professional relationships with students where personal boundaries are respected and maintained • seek advice from a Line Manager or Designated Safeguard Lead with issues or concerns related to Child Safeguarding.
Requirements:	<ul style="list-style-type: none"> • International Child Protection Certificate (ICPC) and all criminal record check(s) according to residence history prior to the start of contract. • Formal proof of identity with photo ID (Original Driving License / Passport). • 2 signed, confidential references (one of which will be from the candidate's current headteacher) before the start of contract. • Verification of original qualifications. • Certificate or record of complete course of covid of an approved vaccine.
How to Apply:	Applications will be accepted via TES Portal.
Further Details:	<p>Full details of the school are available on our website at www.shrewsbury.ac.th.</p> <p>Any queries should be forwarded to The Principal, Mr. Chris Seal (Chris.S@shrewsbury.ac.th).</p>