



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School Bangkok City Campus

Job Opportunity

Job Specification Year Team Leader

Posting Date: 5 February 2021

Closing Date: 26 February 2021

Position Title: Year Team Leader

Department: EY/ Primary School

Salary: RA Level C

Introduction

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 between the post holder and the Principal.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibility

The Year Team Leader:

- is responsible to the Principal;
- is a middle management position;
- will produce an annual report for the Board of Governors on the cohort's achievements and areas for development, alongside a draft budget;
- will work closely with the Vice Principal and the rest of the SMT on operational matters relating all aspects of the School, and in the implementation of the school's philosophy and policies and their review;
- will work closely with other Year Team Leaders and Subject Leaders to ensure parity of provision, continuity and progression, and to share excellent practice;
- will work closely with the SENCO, Learning Mentors and EAL teachers in meeting pupil needs and in the formulation and implementation of individual plans;
- will work closely with the teachers and support staff in their year group team to provide teaching and learning of high quality.

Tasks

The Year Team Leader:

- will work closely with new appointees to the staff and support their induction and also provide mentoring and coaching for all of the year team, including support staff;
- will support the staff team towards effective planning and delivery of the students' curriculum to include high quality linked learning, the integration of information technology and home learning;
- will monitor student progress, behaviour and well-being and implement intervention strategies;
- will develop highly effective strategies for communicating with parents including leading, "Parents in Partnership", presentations;
- will lead team and achievement meetings and prepare reports and minutes;
- will create a learning environment of the highest quality for all students;
- will take the lead in the assessment and integration of new students;
- will take an active role in providing professional development support for their team.

Personal Strengths

The Year Team Leader:

- will demonstrate leadership skills in promoting the school's philosophy and policies;
- will be excited by a varied and creative approach to student learning;
- will have an in-depth knowledge of the Early Development Matters Guidelines/English National Curriculum, its assessment and its enhancement;
- will have a strong commitment to teamwork and be highly proactive in working with staff, students and parents;
- will be open, flexible and positive in reviewing and refining the curriculum;
- will show considerable tenacity in ensuring consistency across the year team and cohort;
- will possess excellent interpersonal and motivational skills and fairness in dealing with well-being conflict resolution and problem solving;
- have excellent and proven organizational talents and a keen eye for detail;
- will be diligent, reliable and resilient in the leading of change.

Professional Expectations

The Year Team Leader will:

- be familiar with the School's Statement of Philosophy and Objectives and commit fully to its aims as identified in the Teachers' Charter;

- 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 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, Staff Guidelines and the School Policy Compendium and implement the procedures as appropriate;
- commit fully to the School's Performance Management programme by managing their team and other members of staff as requested by the Vice Principal;
- attend Professional Development (INSET and external) as determined by the Principal within the bounds set in the Employment Agreement;
- undertake Thai Language and Culture training as required by the Ministry of Education (Thailand);
- 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.

Safeguarding

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children.

The successful candidate will be required to:

- promote and safeguard the welfare of children and young people for whom they are responsible and/or those they will come into contact with;
- form and maintain appropriate relationships and personal boundaries with children and young people;
- Listen to and help pupils resolve a range of issues that may be creating barriers to learning;
- Implement strategies and support pupils in self-esteem and confidence-building activities.

This post is subject to a satisfactory Enhanced Criminal Records Bureau Disclosure before the start of contract and to two satisfactory references (one of which will be from the candidate's current head teacher) before the start of contract.