



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Shrewsbury International School

Job Opportunity

Position / Job Head of Computing and ICT
Specification:

Posting Date: 12th January 2018

Closing Date: 2nd February 2018

Department: Academic

Salary: Shrewsbury International School QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Two-year contracts;
- Excellent accommodation in Central Bangkok for singles and couples is available subject to availability at The Chatrium, adjacent to the school (www.chatrium.com) or for singles, couples and families at Bangkok Garden, only minutes from the school (www.bangkokgarden.com). The accommodation is provided free of charge, although a small tax deduction is made at source.
- Flights at the beginning and end of each contract;
- Relocation allowance at the beginning and end of employment;
- Medical insurance with Aetna (Thailand);
- Generous support for personal professional development

Position The Head of Computing and ICT will report to the Assistant Principal
Summary: (academic), Mr Robert Millar. They will be expected to teach up to 42 periods (55 minutes/ 10 day cycle). We are looking for an innovative, well-qualified graduate to lead the department and teach Computing in Years 7 to 9 and Computer Science from IGCSE up to A-level.

Knowledge of ICT GCSE and IT A-level courses would be beneficial. The candidate needs to be an excellent classroom practitioner with the ability to motivate and inspire able students, whilst leading and developing a successful teaching team. The school is in the process of phasing out its examined ICT and IT courses and is offering a single examined pathway of Computer Science that builds upon the success of its new Computing curriculum at Key stages 2 and 3. Our current Y10 students will be our last cohort taking IGCSE ICT (CIE), a decision regarding the A-level IT course (CIE) will be taken over the next couple of years. The department offers Computer Science at both IGCSE and A-level, courses that are increasingly popular with the number of GCSE classes doubling after just one year. Experience of teaching and developing such courses would be very desirable. As well as the Head of Computing the department consists of 3 full-time members of staff. One member of the department acts as the Digital Literacy Coordinator, supporting the school's one-to-one tablet programme and Computing curriculum in KS2. The successful candidate would also be working with the whole school Director of ICT to assist with the development and implementation of the school's strategic ICT plan. The candidate's work ethic must be exemplary. The candidate should also have a willingness to be a reflective practitioner who could further enhance teaching and learning in the school.

General: Shrewsbury is one of South East Asia's outstanding international schools, with enrolment of 1700 students from Early Years to Sixth Form, exceptional examination results and particular strengths in the creative arts, design and sport. The school itself enjoys a delightful and spectacular setting, right on the banks of the Chao Phraya River in the heart of Bangkok. The school is readily accessed by road and boats, which provide 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.

Candidate Profile: The successful candidate:

- will be a dedicated teacher capable of inspiring students;
- will have a full working knowledge of the English National

Curriculum and an ability and aspiration to attain high standards;

- will have either experience of working with English Language Learners (ELL) or a desire to broaden his / her experience and skills in EAL teaching and learning strategies;
- will have assessment for learning skills;
- will have a flexible approach to working within the school curriculum and structures;
- will have demonstrated an appreciation of the value of the extra-curricular dimension in developing the potential of students;
- will have excellent interpersonal skills and a positive approach to professional development particularly in the areas of EAL and ICT;
- will be internationally minded;
- will have the ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities etc

Responsibility: Leading teaching and learning

Head of Computing and ICT will:

- put students' learning and welfare at the centre of all of their practice and decision making
- have a clear vision for effective teaching and learning across their department that reflects and complements the whole school goals and guiding statements
- model excellent classroom practice
- have a clear understanding of what excellence looks like in their various subject areas and set standards that support everyone in aiming for this.
- maintain an active critical interest in educational research and debate and promote discussion and training around this within their teams
- manage and evaluate effective systems for the assessment and tracking of learning in students as well as implement a range of sustainable intervention strategies.
- work to sustain their expert knowledge about the examination courses their departments offer

Leading staff and effective teams

Head of Computing and ICT will:

- promote a positive culture of developing practice in their department
- act as a role model of effective and sustainable leadership
- actively seek to grow and develop their team through department meetings and development time, performance management and effective delegation of responsibility.

School improvement and effective partnerships

Head of Computing and ICT will:

- work proactively with other staff and school leaders (across the whole school) to support and develop initiatives that promote the work of their teams and/or whole school goals.
- liaise constructively (and proactively) with the parental community to communicate the vision and goals of the department and school along with other issues or developments within the department.
- look for opportunities to work collaboratively with other school leaders to develop their own practice as well as the practice and provision within their department.

Key Duties:

Head of Computing and ICT:

- is responsible to The Principal for the safe, proper and imaginative running of the department in line with the school's guiding statements;
- reports annually to the Board of Governors to a format agreed in advance and common across all departments;
- reports annually to The Principal or Vice Principal and the Assistant Principal (Academic) – Senior School in a formal and documented meeting which analyses the department's performance in the previous year (academic results / staffing / resources etc.) and sets agreed targets for the year ahead;
- is responsible to the Assistant Principal (Academic) – Senior School who will normally be his / her Line Manager and who will normally conduct his / her Performance Management;
- will teach for up to a maximum of 42 periods out of 60 (55 minutes/ 10 day cycle)

- is responsible for excellent curricular planning, implementation and review in the following areas:
 - the regular review, analysis and updating of departmental schemes of work;
 - the drafting, implementation and review of a departmental action plan in line with the School Development Plan and the Senior School improvement plan;
 - Home Learning in accordance with the school's Home Learning Policy;
 - the setting of appropriate work during periods of cover for unforeseen absence within the department.
- is responsible for the promotion of English as an Additional Language within the department in the following ways:
 - ensuring that departmental staff are aware of their responsibilities to EAL in lesson preparation, lesson delivery and differentiation, assessment, marking and reporting;
 - ensuring that EAL support staff are well used through co-planning, support in lessons, assessment and feedback;
 - supporting the Director of EAL in promoting school-wide goals and strategies in respect of developing students' English proficiency.
- is responsible for excellent communication in the following areas:
 - regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
 - attendance at regular Heads of Departments' Meetings and other meetings as required;
 - ensuring that departmental information for curriculum booklets, the School Year Book and other school materials are updated as required;
- is responsible for departmental staff in the following areas:
 - in normal circumstances the Head of Department will have direct involvement with the appraisal of departmental staff in accordance with the school's

- Performance Management policy either as the Performance Manager or first advisor to the Performance Manager;
- the Head of Department will observe the classroom performance of departmental staff both formally in accordance with the school's Performance Management policy and informally. The school's current Classroom Observation documentation will be used as the blueprint;
 - monitoring lesson planning, assessment, marking and recording of data of departmental staff;
 - ensuring that reports are written according to both departmental and school criteria and that deadlines are strictly met;
 - ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available;
 - playing a role in the selection, and where practical, interviewing of staff;
 - allocation of staff to teaching groups in a fair and focused way and in consultation with the Assistant Principal (Academic) – Senior School.
- is responsible for budgeting and resources in the following areas:
 - ordering books and equipment in accordance with the school budgeting policies and procedures;
 - managing efficiently the department budget;
 - ensuring that an up-to-date record inventory is kept of department resources;
 - ensuring that departmental resources, books and ICT hardware are treated with great care.
 - is responsible for assessment in the following areas:
 - ensuring compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the department;

- maintaining a high awareness among departmental staff of new or upcoming changes to externally examined courses including changes to content and/or assessment procedures;
- ensuring that external examination entries and predicted grades are accurate;
- co-ordination of the preparation and marking of internal assessment papers in line with external examination standards;
- co-ordination of the preparation and marking of admissions tests as required;
- selection, in consultation with the Assistant Principal (Academic) – Senior School, suitable examination boards which fit best with the school Values;
- submission of internal examination results to the Assistant Principal (Academic) – Senior School.

Child Safeguarding: Shrewsbury International School is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes
- promote and safeguard the welfare of all students in the school
- report to the Child Protection Officer 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 Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- Enhanced Disclosure and Barring Service Check (DBS) 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.

How to Apply: Applications will only be accepted on the official Shrewsbury International School Application Form, which is available on the school website “Job Vacancies” page.

Further Details: Full details of the school are available on our website at www.shrewsbury.ac.th.

Any queries should be forwarded to The Principal, Mr. Chris Seal (Chris.s@shrewsbury.ac.th).