



APPLICATION INFORMATION PACK HEAD OF PRIMARY

*Home of Well-Rounded Leaders
of the Future*

INTRODUCTION

Thank you for your interest in a teaching position at Regent's International School, Bangkok. We hope that the information you find in our advertisement and this pack will give you a flavour of our school and that this exciting opportunity, professionally and personally, is something you are looking for,

I joined the school as Principal in August 2022 and have been hugely impressed by the professionalism of the staff and the quality of education we provide. Our facilities are well equipped and maintained and we have a thriving school community which enables our students to flourish and grow.

Since my arrival, we have worked as a community to define our purpose and strategic direction. I am confident that, as you find out more about our school, you will learn that we have a close, caring and happy community and that we are united in helping everyone achieve their very best.

Teachers at Regent's are part of an enthusiastic and dedicated team who work well together to create a happy and enjoyable environment for both children and adults. We're committed to the wellbeing of teachers and supporting your development.

We are looking for talented and passionate teachers who are themselves looking for an opportunity to immerse themselves in a culturally rich environment which includes working with boarders and the wider community. In return, we offer a competitive salary and benefits package and the opportunity to develop as a professional.

Please read this information pack and see our website and social media channels for more information. If you would like to find out more about about the school before applying, please contact me or our section Heads for a conversation.

We look forward to receiving your application and learning more about you.

With best wishes

Andy Edmonds
Principal



OUR PHILOSOPHY & OBJECTIVES

We offer a broad, stimulating and enjoyable curriculum which challenges and supports all students irrespective of gender, religion, race or culture.

We offer the best of British education together with modern holistic teaching inspired by the Round Square philosophy, so that our students' educational journey is enriched by global experiences.

With 35 different nationalities here at Regent's, we celebrate our international diversity and create a community through the shared speaking of English.

Ultimately, we believe and uphold the belief that with the right balance of care, guidance and knowledge each child has the ability more than they think they can.



Regent's Graduate Profile

The Regent's graduate is an empowered, life-long learner, driven to achieve their potential. They have the resilience and confidence to overcome challenges. They are emotionally intelligent and fully participate in relationships, employment, neighbourhood and global communities. Above all, they are happy and kind, benefitting from a lifelong association with the Regent's family.

This comes about as a result of:

Students who:

- Are actively engaged in school and make the most of every opportunity
- Welcome the chance to take risks and learn from failure
- Are principled, respectful, honest and show integrity
- Strive to embody the Round Square IDEALS, Discoveries and the IB Learner Profile.

Teachers and support staff who:

- Recognise all students as individuals and care for them
- Support students' passions, talents and personalities, as well as their academic development.
- Have high expectations of themselves and their students.
- Participate fully in the school and find happiness in their work

Parents who:

- Are committed to the Regent's journey
- Encourage their children to flourish creatively, emotionally and academically.
- Are actively engaged in school life and culture
- Communicate effectively as valued members of the school community.



Our Purpose as a School

Vision

To bring out the best
in everyone

Mission

Our mission is to enable all
students to achieve the Regent's
Graduate Profile and for all in our
community to live happy,
meaningful and selfless lives.

We know where we are going and what we are going to achieve

Strategic Plan 2023–2030

1

**Develop
Regent's
students as
well-rounded,
active, global
citizens**

2

**Ensure
students
achieve
personal
academic
excellence**

3

**Develop
leadership at
Regent's as a
community
attribute**

4

**Enhance
and expand
the
boarding
experience**

5

**Attract
talented,
ambitious and
committed
families to the
Regent's
community**

6

**Foster
the home and
school
partnership**

7

**Recruit,
develop and
retain the best
staff talent**

8

**Enhance the
profile of the
school, locally
and
internationally**

9

**Enrich the
campus
experience**

WHY REGENT'S

Regent's International School, Bangkok and Langsuan Campus offer a multitude of opportunities that, when combined, make it a very special place.

The standard of academia is exceptionally high and is bespoke, tailor-made and the best of British and International education that has earned many of our students places to study at some of the top universities around the world.

Combine this with an extensive co-curricular programme, membership of the global Round Square organisation of schools and unique international opportunities and the end result is one of the best all-around educations available today.

This is all delivered by fully-qualified teachers from the UK, America, Canada, Australia and New Zealand. All teachers understand their role as providers of knowledge that simultaneously ensure that the well-being of each child is their top priority.

The school grounds are home to three onsite buildings. The facilities are extensive to ensure that our students' learning environment is of the highest standard to match their well-rounded learning.



ACCREDITATIONS

Regent's International School, Bangkok and Langsuan Campus are fully accredited by the Council of International Schools. Regent's International School, Rama 9 campus is fully accredited by the International Baccalaureate Organization. School is a member of the International Schools Association, Thailand and Thailand International Schools Activities Committee. School is also a member of the Federation of British International Schools in Asia and is also recognised by the Diplomatic Corps in Thailand for their children.

Regent's is a Global Member of the prestigious Round Square Association, with HM King Constantine, its President, and HRH Prince Andrew as patrons.

All 180 Round Square schools around the world believe it is their obligation to produce well-rounded leaders for our future global community.



ACADEMIC RESULTS



UNIVERSITY GUIDANCE

REGENT'S INTERNATIONAL SCHOOL, BANGKOK



OUR TEACHERS

The quality of our teachers is one of the most important areas of concern for us. We hire experienced and fully qualified teachers from native-English speaking countries: 80% are from the UK, the rest are from America, Australia and New Zealand. They all possess passion, drive, superior knowledge and teaching expertise in their particular field.

Our teaching staff have UK accredited Qualified Teacher Status (QTS). We have rigorous selection procedures and a lower staff turnover than most international schools. All teachers come to us with a variety of personal achievements and interests that add greatly to the breadth and depth of our curriculum.

Being a teacher is more than a job. It is a calling. And our teachers' passion is reflected in how the parents see our school. In fact, a recent parents survey shows that almost 50% of our parents consider the high quality of our teachers to be our key success factor.





CURRICULUM OVERVIEW & LEARNING OBJECTIVES

Regent's International School, Bangkok and Langsuan Campus, one of Thailand's leading international schools, is a day and boarding school for 2 to 18 years old, passionate about developing the whole person through academic, physical, cultural and social experiences. We are guided by the British curriculum from the Early Years Foundation Stage (EYFS) leading to IGCSEs. Post 16 we adopt the IB (International Baccalaureate) Diploma Programme.

Our approach guides students into becoming well-rounded, informed, responsible, principled and confident global citizens. We do this by developing international understanding, empathy and tolerance for all cultures, democratic governance and justice, environmental stewardship, adventure, motivating self-discovery and courage, leadership, with courage and compassion and service to others.



EARLY YEARS CURRICULUM

We believe creative learning is key to a child's healthy development and therefore place emphasis on teaching through active play. Children learn by playing and exploring, being active and through creative and critical thinking, both indoors and outside.

All teachers in Early Years are native English speakers and every class has an additional Teaching Assistant. We follow the English Early Years Foundation Stage Curriculum (EYFS). Our learning community provides a strong start in education, to facilitate the transition into Primary School. We observe each child's progress and work hard to ensure that all children will have made language, literacy and personal development by the end of the Early Years Foundation Stage.

Regent's Early Years is divided into three age groups: Pre-Nursery, Nursery and Reception. The learning is designed around three prime areas: Communication and language, Physical development and personal, social and emotional development, as well as four specific skills areas: Literacy, Mathematics, Understanding the world, Expressive arts and design.



PRIMARY CURRICULUM

At Regent's we are passionate about ensuring each child gets the most out of their education as we strive to create a community of life-long learners. We recognise the importance of the Primary Years as the foundation of their education and believe their time of development and discovery should be inspiring and exciting.

The English National Curriculum is made up of the following academic Key Stages:

- Key Stage 1 (Years 1 - 2 for students aged 4-7 years old)
- Key Stage 2 (Years 3 - 6 for students aged 7-11 years old)

We divide the management of our school into Lower Primary Phase Year 1-3 and Upper Phase Year 4-6.



SECONDARY CURRICULUM

Regent's International School offers a holistic education that places every child at the heart of the curriculum. In order to realise this vision, we provide all students a broad, balanced range of academic subjects that is delivered by experienced international teachers. We also ensure that all students develop their literacy in English. This curriculum is supported by a strong pastoral team as well as a variety of enrichment and extracurricular activities. Our curriculum is based on Key Stages that build on the Primary School curriculum and ensure progression from year to year.



IB

The International Baccalaureate (IB) is a rigorous academic program emphasizing academic achievement, critical thinking, research skills and community service. It has been operating worldwide for almost 30 years and is in place in almost 1500 schools in around 120 countries around the world. The IB Diploma is recognized in virtually every country in the world.



The Diploma Programme encourages students to:

- ask challenging questions
- learn how to learn
- develop a strong sense of their own identity and culture
- develop the ability to communicate with and understand people from other countries and cultures.



BOARDING

The outstanding provision of pastoral care that exists at the Regent's International School, Bangkok puts our boarders at the centre of every decision we make. We appreciate that every boarder comes to us with a different life story and a unique learning journey. To that end, we know that there is no 'one size fits all' solution to the support and care that we give.

The Boarding staff here at Regent's International School, Bangkok feel incredibly lucky to have such a wonderful range of boarding students. Our mixture of nationalities, interests, talents and personalities, combine to make a thriving community that strives for excellence in all that we do. We enjoy being flexible, offering full time and weekly boarding where we provide continuity and stability from which our boarders can access a first class education.

We believe that boarding with us helps students to develop confidence, character and independence, which overtime results in a more mature and open minded individual.

In addition to developing their own characters, after just a short period of time in our boarding community, students gain:

- A sense of and respect for community living.
- A passion for excellence.
- An understanding of a need for balance in mind, body and spirit.



ROUND SQUARE

Regent's is a school of deep beliefs and deeper commitment to our students, teachers and wider community. We frame every lesson taught, decision made and baht spent on how it affects those involved and one of the systems we use to measure this is Round Square.

For over 20 years Regent's has been part of the elite group of schools worldwide and has embedded its holistic ethos into the whole school curriculum. Students that learn at Regent's become part of a community that extends far beyond Thailand allowing them to garner a greater understanding of their place in the world and how they can make changes for the better. They have the opportunity to form relationships with other students that they would not normally meet either virtually or in person. Round Square is an affiliation of over 200 schools around the world all working together in a common goal for the betterment of the students and the world and we are proud to be an active and contributing to that network in our goal to create well rounded leaders of the future. The organisation and its philosophy have evolved from the teachings and beliefs of the renowned educationalist, Kurt Hahn, who famously said, "there is more in you than you think".



LANGSUAN CAMPUS

Regent's International School is launching a new Early Years Campus in Langsuan in August 2022, continuing to Bring Out The Best in Everyone. Regent's International School, Langsuan Campus, continues on Regent's tradition, expertise and teaching excellence with a brand new location in the heart of the city.

This purpose-built, family-friendly school, will open for students in Early Years and Year 1 (from 1 to 6 years). Supported by excellent facilities and based on the English National Curriculum, the school will be staffed by fully trained and qualified native English speaking teachers.



HEAD OF PRIMARY



Reporting to: The Principal

OUR MISSION

To bring out the best in everyone

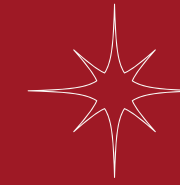




KEY RESPONSIBILITIES



- Key Responsibilities
- Effective leadership of the primary school.
- Collaboration with the senior leadership team (SLT) and members of the Board.
- Exemplifying the school philosophy and ensuring the school's guiding statements are understood, implemented and supported.
- Committed to the educational philosophy of 'Holistic Education' and the Round Square 'IDEALS'.
- Responsible for efficient and effective curriculum delivery.
- Promote excellence in personal and professional conduct, learning and leadership, so that students and colleagues are effectively able to achieve their potential.
- Ensure that students and staff are safe and that there is a nurturing, caring and successful school environment.



Strategic Leadership and Vision

- Work closely with the Principal and members of the SLT to lead whole school strategic development and vision.
- Provide strategic leadership for the school's accreditations and partners, including CIS, the IB and Round Square
- In partnership with the Principal, provide clear leadership for primary middle leaders and staff, building on existing strengths and working towards whole school priorities.
- Lead, with the Principal, on the recruitment, development and retention of high quality staff.
- Share the vision and passion for learning with all students, parents and colleagues.
- Professionally represent Regent's International School as a brand.
- Ensure strategic placement of the primary school as part of a through school, identifying the elements that will promote student success and achievement.
- Be responsible for ensuring that the primary curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress for all students, which will enable them to flourish and achieve their potential.

- Ensure the curriculum is regularly reviewed and updated according to the changes in the UK and meets the breadth of needs of the student cohort.
- Be available to all the staff, to encourage, assist and promote teaching and excellent practices
- Assess and monitor student progress and provide them with individual targets so that all learners have a personalised education
- Nurture meaningful relationships with students and use different communication tools to keep parents abreast of all activities in school
- Collaborate with the teachers to share new ideas, approaches and professional knowledge so that there is a cross-curricular approach to learning
- Lead the collegial team where the best practices of each department are recognised
- Contribute to the whole school culture of wellbeing and kindness
- With the Principal, lead, develop and implement new processes as the primary school grows
- Be present, visible and encouraging of student opportunity throughout the primary school

MANAGEMENT



- To lead the primary staff
- To attend the meetings of various SLT and leadership meetings as required.
- To be responsible for the implementation of an effective and efficient timetable for the primary school
- To liaise on a regular basis with the Head and Deputy Heads of secondary on matters concerning strategic & day-to-day operation of the school and major whole school events.
- Monitor all accreditation issues and inspections (eg FOBISSEA, CIS and Thai Ministry of Education) for the benefit and development of Regent's School.
- To prepare short term and long term development (action) plans, within the whole school Strategic Plan, and monitor their outcome ensuring there is a positive impact upon learning.
- To liaise with the Round Square Champion and outdoor education, as well as school programmes such as GAP students, exchange students, interns etc monitoring these programmes so that they enhance the ethos of the school.
- To oversee the organisation and successful implementation of parent engagement events, including parent & teacher meetings.

Budget

- To coordinate the annual primary school budget with fair and equitable allocation through phase leaders and other stakeholders.
- Ensure effective tracking of resource orders in liaison with school administration of resources and budget holders.
- Ensure primary budget holders effectively and efficiently manage their budget allocation whilst also maintaining accurate details of their resources.
- Administering a petty cash fund for the benefit of the primary school.

Staffing

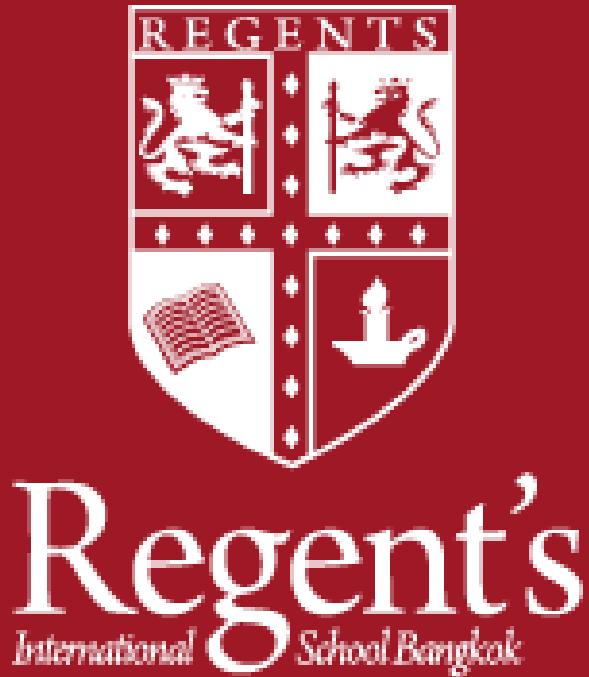
- To be responsible for the organisation of an effective and valuable appraisal system linked to the professional growth and development of all primary teaching staff.
- Ensure and support the continuing professional development of primary staff through appropriate INSET and delegation of responsibilities.
- Oversee specific in-school INSET for primary staff and ensure INSET as a whole serves the needs of the school in a coherent and cohesive way.
- Line Manage effectively the primary school PA.

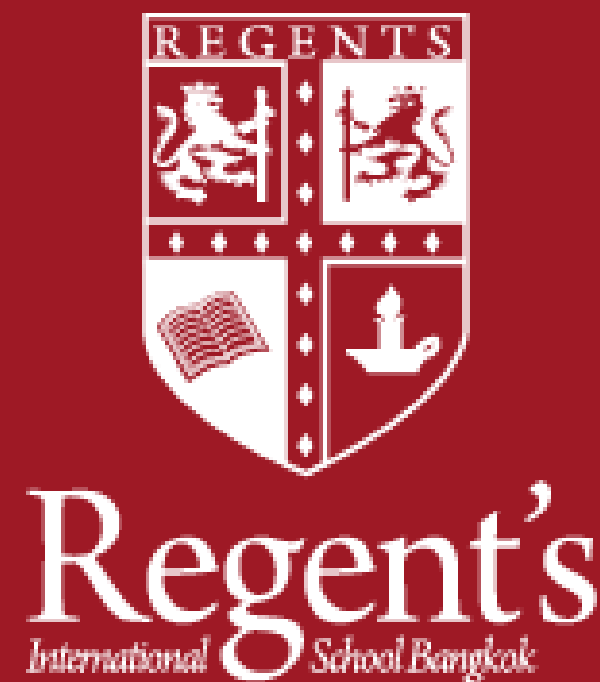
Admissions of new pupils

- To be responsible for the orientation and induction of new student members to the primary school in conjunction with Deputy Heads and Phase Leaders.
- To be involved in the interviewing process of both prospective parents and pupils.
- To ensure that there is liaison with the Deputy Head Curriculum and ELD staff with regard to testing and to the Head of Admissions with regard to the outcome of the application.
- To be actively involved in the marketing and promotion of the school.

Induction of new staff

- Ensure all policy documents are available to new staff joining the school or to those who might require them.
- To be fully involved in the interviewing process of prospective Secondary staff.
- To monitor that all new staff are inducted in a cohesive and effective manner ensuring all staff are settled and aware of the particular responsibilities.





Marketing and public relations

- To monitor the publication of the annual Staff Handbook covering all secondary and whole school matters.
- To make a significant contribution to the Annual Yearbook and monitor its publication
- To contribute to public relations initiatives – articles for the social media, prospectus etc. which effectively promote Regent's International School in the wider community
- Liaise with the Principal and the Board in ensuring up to date and effective promotional and publicity materials are readily available to all interested parties.
- Attend out of school events when required ensuring the image and good reputation of the Regent's School is maintained and enhanced.
- Responsible for ensuring regular internal communication with parents via newsletters, Campus News etc.

Curriculum Teaching and Learning

- Create a culture of quality learning
- Create a culture of 'innovative' curriculum design
- Monitor that school curriculum documents are updated on an annual basis.
- To regularly undertake work scrutiny and lesson planning and lesson observation to ensure effective learning and teaching and delivery of the curriculum
- In consultation with staff identify areas of deficiency within the curriculum and devise INSET programmes appropriate to improving these areas.
- To ensure regular meetings of middle leaders take place to address issues on a regular basis ensuring effective decisions are made having a positive impact on learning.
- Monitor, through middle and senior leaders, that Schemes of Work are regularly reviewed and updated.

Assessment, recording and reporting

- Monitor the preparation of records for transferring or graduating students.
- Monitor internal assessment in the school and ensuring best practice to have an impact on learning.
- To coordinate the school reporting system and ensure that there are regular reports to parents detailing effectively the progress of all primary pupils.

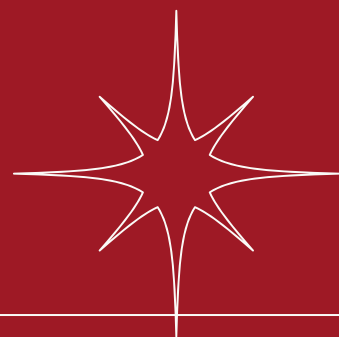
Pastoral

- To ensure regular Phase Leader meetings take place to address issues on a regular basis ensuring that the pastoral welfare of all pupils is developed and maintained.
- Monitor the efficient maintenance of student records.
- Ensure that within the periodic reporting to parents pupil welfare is discussed.
- To effectively deal directly with parents of children in the school as required by the lines of communication.
- Liaise closely with the Head of Boarding and other senior pastoral managers (where appropriate) to ensure that communication and care is clearly maintained in relevance to the school's boarding population.
- Be visible and participate in the Boarding provision.



Other responsibilities

- Liaise with the Principal on day to day matters.
- To arrange in consultation and liaison with the secondary school the efficient organisation of whole school events such as End of term assemblies, cultural events, Open House etc.
- To regularly liaise with staff in charge of Student Council, Prefects, Houses and Round Square.
- To liaise with Deputy Head of Secondary on Health & Safety issues.
- Meetings with parents when required.
- Writing references and recommendations for students and overseeing the organisation of transcripts when required.
- To undertake additional responsibilities which can be reasonably expected to be delegated by the Board and the Principal.



How to Apply



Informal conversations are welcome.

Please contact Mr Andy Edmonds, Principal
(andy.edmonds@regents.ac.th)

To apply, please either send your application through email your CV and covering letter to the Principal at the email address above.

- CVs should be no more than 2 pages and include details of 2 referees, one of whom should be your current or most recent Head of School.
- Application letter should be no longer than 2 pages and address the areas in the advertisement.

Please note that although our advertisements include a deadline, we reserve the right to appoint before then. We recommend early applications.

We're committed to the safeguarding and wellbeing of both children and staff. We carry out extensive pre-employment checks to ensure the safety of our community.