



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

## Job Opportunity

Position / Job Vice-Principal (Head of Senior)

Specification:

Posting Date: 18<sup>th</sup> October 2021

Closing Date: 15<sup>th</sup> November 2021

Department: Senior Management Team

Salary: An attractive salary and bonus package will be offered as well as highly attractive international benefits including excellent accommodation within walking distance from the school, flights, tuition fees for children and medical insurance with Cigna.

General: Shrewsbury is one of South East Asia's outstanding international schools, with enrolment of over 1850 students from Early Years to Sixth Form, exceptional examination results and particular strengths in the creative arts, design and sport. The school is near completing an ambitious building project of world-class resources which will allow numbers in the Senior school to continue to grow. The school itself enjoys a delightful and spectacular setting, right on the banks of the Chao Phraya River in the heart of Bangkok. The teaching environments are spacious, fully equipped and dramatic. The school is readily accessed by road and has its own 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](http://www.shrewsbury.org.uk)) is taken very seriously and, year-on-year, develops into a world-class educational partnership.

**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 with the Principal.

**Responsibilities:** The Vice-Principal (Head of Senior)

- is responsible to the Principal and deputises for them in their absence. This is a parallel appointment to the Vice-Principal (Head of Junior) although the Principal will normally grant seniority in decision making to the Vice-Principal with the longest service record at Shrewsbury International School;
- is a member of the Executive Committee and the Senior Management Team and the Leadership Team and, as such, has a whole school role in advising, supporting and guiding the Principal;
- will report to the Board of Governors annually with respect to the operation of the Senior School;
- will work closely with the Principal in setting the strategic direction of the Senior School and developing planning appropriate to facilities, staffing, and curriculum;
- is responsible for the operational management of the Senior School in keeping with the Statement of Philosophy and Objectives of the school and the School Operational Plan.
- is Line Manager to the Assistant Principal (Academic) and Senior School Year Team Leaders and is responsible to the Principal in all matters which have a whole school implication;
- is responsible to the Principal for drawing up short lists of staff appointments for Senior School posts and will play a key role in all selection of new Senior School staff and the construction and updating of job descriptions;
- is responsible for operating the performance management programme of staff appraisal and professional development for staff in the Senior School in keeping with the Statement of Philosophy and Objectives of the school;

- is responsible for overseeing the budget for the Senior School and other whole school areas as required by the Principal.
- will take responsibility for creating a culture of purpose, discipline and ambition in the Senior School;
- will work closely with the Principal and Director of Marketing on promoting the school in the wider community;
- will work closely with the Principal, Director of Admissions, Director of Marketing and Director of Business Services in administering admissions to the school. Specifically this requires promoting the brand and reputation of the school, the meeting of prospective parents and taking responsibility for the enrolment into the Senior School;
- will liaise closely with parents of students in the Senior School across the spectrum of issues;
- is responsible for approval of all Senior School student trips, both domestic and overseas;

Tasks:

The Vice-Principal (Head of Senior) will

- draft and contribute to policies and consultation papers pertinent to the Senior School and contribute to those with a whole school implication. The Vice-Principal (Head of Senior) will present such papers to the Senior Management Team meetings;
- play a key role in the selection and recruitment of Senior School staff and will deputise for the Principal where appropriate;
- Oversee and lead the implementation of items on the School Operational Plan relevant to the Senior school or as delegated by the Principal
- share the production and maintenance of the annual Staff Guidelines with the Vice-Principal (Head of Junior);
- share the management of accreditation and inspection processes with the Vice-Principal (Head of Junior);

- oversee the programme of school assemblies and take a lead role in them as part of the creation of the required culture of purpose, discipline and ambition;
- oversee the development and implementation of the school calendar
- Work with the Director of Cocurriculum and EVC to assess and approve school off site visits and residential trips
- advise the Principal on appropriate Term Dates for the whole school
- oversee the development and implementation of the Senior School Performance Management Map
- take a key role in the Senior School reporting process in accordance with school reporting policy;
- oversee the work of the Assistant Principal (students) in the production and maintenance of welfare records for students in the Senior School and the work of the Wellbeing Team in the Senior School
- oversee and manage breaches of the discipline in the Senior School in line with the appropriate policy, and in concert with Year Team Leaders
- oversee the programme of cover and supply teaching within the school and ensure that all daily, medium term and long term staffing absences are properly and professionally covered.
- oversee the CPD programme for staff working in the Senior school programme including approving and evaluating CPD requests from individuals and teams, and managing the Senior School CPD budget

Professional  
Expectations:

The Vice-Principal (Head of Senior) will

- demonstrate leadership in his/her approach to school life;
- be a role model for students and staff in the Senior School;
- maintain a high profile and daily presence in the Senior School classrooms and staff room taking a close, personal interest in

the performances of Senior School staff and students;

- be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- demonstrate excellent communication skills and a clear understanding of appropriate lines and media of communication throughout the school community;
- take initiative and act with decisive authority in the defined areas of responsibility.

Child  
Safeguarding:

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

The successful candidate will be required to:

- Attend a compulsory Child Safeguarding course
- Promote and safeguard the welfare of all students in the school. The successful candidate will understand their duty to report to a Designated Safeguarding Lead any concerns they have for the welfare of a student. This may include the reporting of unsafe practices witnessed within the school as outlined in the school's Speaking Out Policy.
- Form a professional relationship with the students where personal boundaries are respected and maintained.
- Listen to and help students resolve issues that may be creating barriers to learning;
- Seek advice from a Line Manager or Designated Safeguarding Lead with issues or concerns related to Child Safeguarding

Requirements:

- 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.

- Any changes in circumstance that may impact the duties (eg: safeguarding) or the result of criminal records presented to the school must be notified to the Human Resource Department and the Principal.

How to Apply: Applications will be handled by RSAcademics in the first instance. Details are available on their website ([here](#))

Further Details: Full details of the school are available on our website at [www.shrewsbury.ac.th](http://www.shrewsbury.ac.th).