



DENLA BRITISH SCHOOL  
BANGKOK

INFORMATION PACK for the post of  
VICE – PRINCIPAL PASTORAL



Appointment for August 2018

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# Denla British School

## Introduction

Located in the province of Nonthaburi approximately 45 minutes north of central Bangkok, Denla British School (DBS) opened for its first full academic year on the 28th August 2017. Initially enrolling children aged 3-11 (Early Years 1 to Year 6), DBS will extend to Year 8 in 2018, and then to Year 13 in future years. At capacity, the School will have approximately 1600 pupils. Since our launch, DBS has attracted a significant amount of interest from local families, with enrolment continuing to grow.

Using the history, traditions and track record of the UK independent school sector as our model, DBS is structured in the following way:

**Pre-Prep:** EY1– Year 2

**Prep:** Year 3 – Year 8

**Senior School:** Year 9 – Year 13

## The Unique DBS Vision

DBS has a distinctive character, and provides excellent all-round education in a positive, happy community.

The School's vision is to **nurture future leaders** through:

### An Enhanced British Curriculum

Our enhanced British curriculum integrates a progressive and rigorous academic curriculum with a fulfilling and diverse co-curriculum. By combining these elements, students benefit from an extended school day and the opportunity to develop as able, well-rounded young people. Our enhanced British curriculum ultimately prepares students for IGCSEs and A-Levels.

### Academic Excellence for All

With the encouragement and support of dedicated teachers, students benefit from a personalised approach to teaching and learning that encourages them to reach their highest levels of achievement. Our motto, ***Semper Ad Maiora*** (***always to greater things***) embraces challenge and we want all Denla British School students to be fully engaged in their learning, work hard and excel.

### Entrepreneurialism

The demand for young people with an entrepreneurial mind-set is continuously increasing. The global economy that today's young people graduate into necessitates individuals who are business-minded, problem-solvers, strong leaders, and excellent team players. At Denla British School, experiential learning helps students to develop these skills and introduces them to the concept of entrepreneurship.

### Preserving Thainess

We are committed to preserving the "Thainess" of our society, by placing importance on Thai language, culture, and arts. We also value the need to teach our students the importance of respect, thoughtfulness, considerateness, kindness, generosity and mindfulness. Our students benefit from the rigour and breadth of an enhanced British curriculum, without losing their strong links to Thai culture.

## The Denla Story

Denla British School builds on Denla Schools' existing tradition of providing outstanding education within Thailand. Our first school, Denla Kindergarten, was established in 1979 with the aim of providing quality, caring education for young children. Denla Rama V, our second school, opened in May 2006 to meet ever increasing demand. Today, Denla Schools are proud to provide nursery and kindergarten education for approximately 3,000 children from 2 to 6 years of age.

Denla have built up an enviable reputation on the strength of our leadership, our vision and mission, the diligence and loyalty of our 600 staff and the achievement of our students. Denla Kindergarten children often gain scholarships at their destination schools. Denla Kindergarten Schools offer three distinct programmes:

- Thai Programme
- English Programme
- International Programme

The Denla Schools' Group has now reached another very exciting moment in the history of Denla Schools following the opening of Denla British School. The School remains true to the 'Thainess' of Denla's ethos and blends this with an exciting, international outlook, grounded in the strength and tradition of a UK independent day school style education. Denla British School enhances an already strong Denla community which engenders lasting friendships, provides a natural feeder School for the Kindergarten students, care for one another and a commitment to quality.

Following an extensive international recruitment search, the Board of Denla British School is delighted to announce the appointment of Mr. Mark McVeigh as the School's next Principal from August 2018. Mark has extensive leadership experience in top flight UK and international independent schools, including Marlborough College in Wiltshire, and Marlborough College Malaysia.

## School Organisation

Fully embracing the history, traditions and track record of the UK independent school sector as the model, DBS is structured in the following way to ensure that the ethos and standards of the School are embedded at all stages of the students' education

**The Pre-Prep Department** for students aged 3 – 7

**The Prep Department** for students aged 7 – 13

**The Senior Department** for students aged 13 - 18

## Curriculum

Our curriculum is based on the best practice models of UK independent schools and the National Curriculum for England. Our rigorous but broad core curriculum prepares students for the academic demands of GCSE/IGCSE and A-level. This is complemented by an integrated co-curricular programme that ensures students develop the interests and skills they need to lead successful and fulfilling lives at university and beyond.

We offer children a breadth of experiences in a diverse range of subjects, from the traditional academic subjects through to visual and performing arts, and sport, allowing each student to discover for themselves their passions and interests. We recognise the importance of world languages and provide sufficient curriculum time for students to become proficient in English and Mandarin, as well as extend their expertise in Thai language. Our specialist teachers, with their superb subject knowledge, support each child in fulfilling their passion and nurturing their talent. From Year 5, all subjects are taught by specialist teachers and prep time is an integral part of the School day.

Our school day starts at 8.00am and finishes at 3.30pm for children up to the age of 7 and 4.50pm for students in the Prep School. The main curriculum is further enhanced by a weekly programme of extra-curricular activities, held either at the end of the school day or on Saturdays, and through holiday programmes.

## Facilities

The School's campus extends across 18 acres and is situated on a primary road where many gated communities, restaurants, shopping malls and other facilities can be found.

The state of the art, purpose built buildings have been designed to provide an inspirational teaching and learning environment, and provides students of all ages with access to an array of premium facilities. The first phase of the building programme is now complete and constitutes the main Pre-Prep and Prep School buildings that house a superb range of specialist facilities including:

### Indoor Facilities

- Early Years Centre
- Science Labs
- Mac Suite
- Music Centre
- 2-D and 3-D Art Rooms
- Maker Space/Design Technology
- Library
- Indoor 25m and 12m Learner Pools
- Sports Hall
- Dance and Fitness Studios.
- A 200-seat Theatre
- 76sqm Classrooms
- Dining Hall



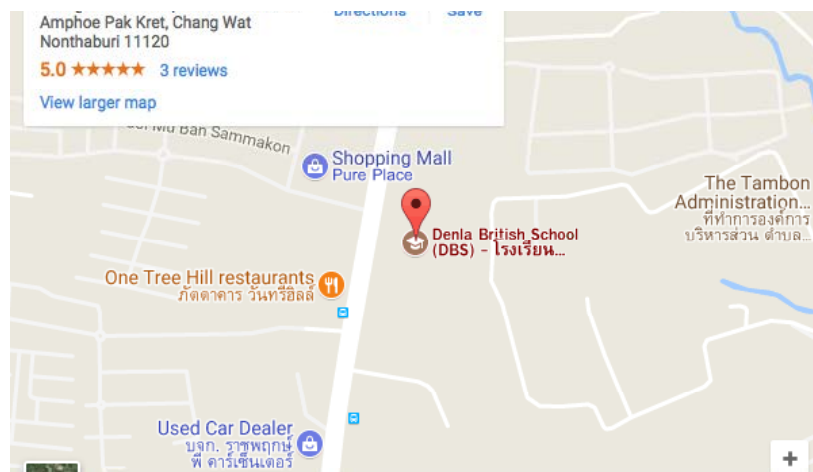
### Outdoor Facilities

- Full Size Football Pitch
- 400m Running Track
- 3 Tennis Courts
- Golf Training Area
- Basketball Courts
- The DBS Garden
- Play Areas



The Senior School buildings will be delivered in the second phase of works and have been planned to include for an equally impressive array of specialist teaching and learning spaces that will promote the most contemporary ways of curriculum delivery. The campus also includes on-site staff accommodation that includes a swimming pool, gym and gardens.

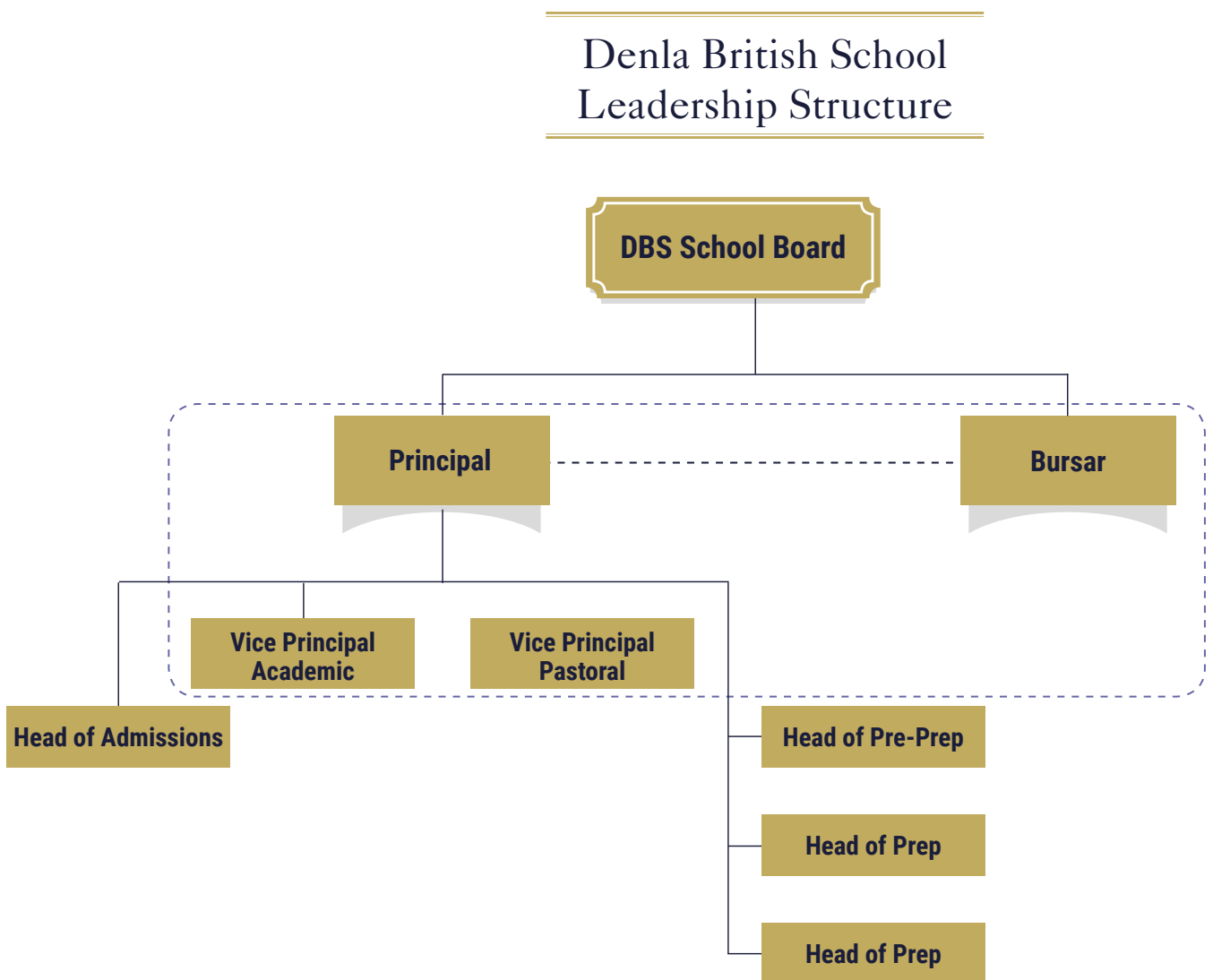
## Location



# Governance and Leadership Structure

Denla British School employs nearly 100 staff who are all committed to education and enjoy the family oriented nature of our school. Our British and international staff work alongside local staff who are employed across the various operational functions of the School.

## Leadership Structure



## Lifestyle

“ It’s easy to say that the thing I love most about Thailand is Thai food. But then I’m reminded of that feeling of freedom during a motorcycle trip upcountry. And of the sensory overload of a busy morning market – or a night out in Bangkok. And of encounters with history and culture, the new and the old, at just about every turn. Did I mention the white-sand beaches, jungles, ancient ruins and Buddhist temples? Indeed, the food satisfies – but on second thought, Thailand offers so much more. ”

**Austin Bush, Writer, 2016**

Staff at DBS enjoy an excellent lifestyle. Bangkok has a tropical climate, so it is warm all year around. The staff community is strong, friendly and very supportive. The area around the school has all the amenities needed for daily life, and the buzz of downtown Bangkok, with its many attractions, is 45 minutes away. Thai people are amongst the most friendly, serene and helpful in the world. Thai cuisine is delicious. Thai is the official language of the country, but English is



spoken almost everywhere. Thailand is a fascinating country to explore, from the stunning architecture of the Wats, to the awesome beauty of its islands. Low-cost flights from Bangkok’s airports make it easy to reach other popular tourist spots in Thailand, and in Cambodia, Vietnam, Malaysia, Myanmar, Laos, Indonesia, Singapore etc.



# The Appointment

We are currently seeking to appoint an outstanding individual to be our Vice-Principal Pastoral. The selected candidate will possess the vision, ability and experience to lead the School's pastoral and co-curricular programme as DBS progresses and expands into the upper years of Prep and Senior School education. The Vice-Principal Pastoral will report to the Principal and will be a member of the School's Senior Leadership Team.

## Job Description

### Job Purpose

To ensure that the pastoral provision at DBS and will play a leading role in ensuring excellent care, support and guidance for all students. The Vice-Principal Pastoral will line manage all staff with pastoral responsibilities, which will emerge as the School grows, and establish the strategies, structures and methods for the delivery of pastoral care, enhancing this provision wherever possible and as required. The Vice-Principal Pastoral will be responsible to the Principal for the quality of pastoral care across the school, and is the Principal's key adviser on all matters relating to the pastoral care of students and the pastoral team.

### Strategy

- To advise, support and guide the Principal; deputising in his absence with the Vice-Principal Academic (VPA).
- To be a member of the Senior Leadership Team.
- To lead on all inspection and accreditation matters regarding Pastoral Welfare.
- To manage all Pastoral Policies in the School.
- To ensure that all Staff are up to date with their Pastoral Welfare responsibilities and that regulatory guidance is being adhered to.
- To participate in all pastoral recruitments.
- To prepare reports and attend the Education Committee.
- To be up-to-date on all relevant pastoral matters.

### Management

- to follow and implement school policies and procedures in and out of the classroom.
- to provide a safe, purposeful and well-managed learning environment
- to make effective use of teaching assistants to support children in their learning.
- to value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents.

### Leadership and Management

- To be responsible for the school's pastoral provision, providing line management and leadership to the teaching staff, House leaders and Form Tutors
- To be the Designated Safeguarding Lead (Designated Person for Child Protection and Safeguarding) for the entire school, undertaking Level 3 safeguarding training at two-yearly intervals in addition to any other training or accreditation required by law or suggested by best practice.
- To ensure that the school and all its staff remain committed to safeguarding and child protection; and that all members of staff have appropriate training and guidance to ensure that they are equipped to discharge their responsibilities in this respect.
- To have overall responsibility for the pastoral care of the school's students, discuss any significant issues with the Principal at the earliest opportunity, and agree with him appropriate strategies for their resolution.
- To develop and manage a pastoral concern list, methods for identifying students who are a cause for concern, and ensure that all staff are using the system appropriately and effectively.
- To liaise with the Well-being Manager to ensure the excellent well-being provision within the School.
- To provide leadership to the pastoral staff (including the teaching staff, Form tutors, student well-being team, with whom regular meetings will be held).

- To foster team spirit among staff, filtering complaints and keeping the Principal informed.
- To help with the appointment and induction of staff.
- To serve as host and front-of-house organiser at many, varied school functions and events.
- To assist the Principal and the Vice-Principal Academic in determining staff workloads and be responsible for the daily and weekly staff duty rota.
- To assist in planning, organisation and effecting of Staff Appraisals in Pastoral areas.
- To monitor staff punctuality, dress and conduct and help uphold standards.
- To deal with pastoral related parental complaints/problems.
- To encourage and be aware of staff attendance at school events.

It is noted that the role of Vice-Principal Pastoral is new to Denla British School and that the school itself is new, so this role will develop over time. The specifics may change depending on the particular strengths of the successful candidate. The successful candidate should therefore expect to carry out any other duties as requested by the Principal.

### **Administrations**

- To ensure the calm and organised day-to-day running of the school.
- To ensure the existence of contingency planning for any changes to the usual programme of events, and that this is properly implemented whenever necessary.
- To participate in, and contribute to, any internal discussion, consideration and implementation of school strategy or policy.
- To plan the yearly School Calendar with the Principal and the Vice-Principal Academic.
- To oversee supervision arrangements, ensuring that all areas of the school are appropriately supervised by members of staff.
- To be involved in the Professional Development and Review procedures undertaken at the school.
- To oversee the scheduling and organisation of all sanctions.
- To oversee, in conjunction with the Vice-Principal Academic, assemblies, talks, weekend and evening events.
- To plan and oversee major school events.
- To oversee trips and educational visits, ensuring that risk assessments have been completed
- To coordinate activities at lunchtimes, after school and at weekends
- To liaise with the Transport Manager about bus issues

### **Pastoral Care and Discipline**

- To take a leading role in the maintenance of good standards of discipline and welfare within the school, checking any recorded incidences; and ensuring that they have been dealt with and followed up.
- To take responsibility for the development, review and implementation of pastoral policy documents, including the Behaviour Policy.
- To support the spiritual and personal development of the children, sharing in the leading of assemblies on a regular basis.
- To run the Personal Tutor System in Years 7 and 8, and the Senior School as it develops, and allocate pupils to their personal tutors.
- To oversee and manage the pastoral cause for concern processes and welfare plans – ensuring that all staff are using the system appropriately and effectively.

## Staff

- To provide support, advice and encouragement for colleagues at all levels in the performance of their duties including, on occasion, the need to counsel staff, or to resolve problems between them.
- To ensure the maintenance of good communication through one-to-one contact at different times of the day, staff meetings, written correspondence and the use of school's digital noticeboards and Staff Room notice-boards.
- To maintain and encourage good relationships, and communications with administrative and support staff throughout the school.
- To participate, as delegated by the Principal, in the Professional Development Review programme.
- To assist the Principal, as required, with the appointment of staff.
- To supervise the induction of all new members of staff for whom, and for whose programmes, the Vice-Principal Pastoral will have direct responsibility.
- To appoint and direct the Gap students and Graduate Assistants

## Teaching and Learning

- To undertake the responsibilities of a Tutor, but with a reduced teaching timetable.
- To support the extra-curricular programme of the school through involvement in sport, music, drama, outings and other activities, playing a full part in such events.
- To work closely with, and provide support as necessary to, the Vice Principal Academic, in furtherance of the latter's responsibilities for organisation of the academic curriculum and teaching timetables for the school.

## Joint Areas of Responsibility with the Vice-Principal Academic

- Prize Giving and other major events.
- New staff induction.
- Beginning and end of term arrangements.
- Contingency planning.

## As a member of the Senior Leadership Team, you will be expected to carry out the following:

- Inspection and accreditation preparation.
- Development planning.
- Leadership/membership of working groups as directed by the Principal.
- Disciplinary issue management.
- Support for school routines and events.
- Response to pupil and parental concerns, relating to pastoral and other matters.
- Attending parent engagement activities and events, and leading when required.

## Person Specification (E is Essential, D is Desired)

### Qualifications:

- A good degree from a good university. (E)
- Evidence of post-graduate education, including both academic and management study. (E)

### Skills and Experiences:

- A successful track record of teaching and working in a UK independent school, with a Prep School (E) and Senior School (D); and an international school with a similar ethos to DBS (D).
- A demonstrable track record of achieving consistently high results. (E)
- A successful track record of pastoral leadership at a middle and/or a senior management level. (E)
- A clear knowledge and understanding of the best practices for providing excellent care, guidance and support for children. (E)
- A demonstrable track record of leading innovative approaches. (D)
- Excellent leadership skills and the ability to communicate with all staff, parents and students on a variety of different levels, both written and orally. (E)

- The ability to lead teams and work collaboratively as a member of a team. (E)
- Outstanding organisation skills and the ability to manage a range of priorities. (E)
- Able to initiate and implement change. (E)
- Experience of leading successful curriculum change that resulted in improved teaching, learning and student achievement. (D)

### **Knowledge and Understanding:**

- An up to date knowledge and understanding of international and national trends in pastoral care and education as a whole. (E)
- Knowledge of the requirements for Common Entrance examinations. (E)
- Knowledge of the requirements for the university application process. (D)
- A very good understanding of IT and how technology can enhance and improve teaching and learning and allow innovation across the school. (D)
- Knowledge of British inspection requirements (E) and CIS accreditation. (D)

### **Qualities and Attributes:**

- Be committed to the ethos and principles of DBS and the delivery of the DBS Way – Enhanced British Curriculum, Academic Excellence, Entrepreneurialism and Preserving Thainess.
- Be able to communicate clearly and persuasively, both orally and in writing, with staff, pupils and parents alike
- Be able to work accurately and calmly, and show resilience when under pressure.
- Be able to work collaboratively with colleagues within the school and with key contacts in other organisations: have a proven ability to work as a member of a team.
- Act at all times as an outstanding ambassador of the school.

The following will also be highly desirable: gravitas as a school leader, motivated and passionate about education, hardworking, committed to personal development and improvement, a good public speaker, an able and accurate writer of school related documents, efficient and effective, personable, strong integrity, honesty, energy, enthusiasm and respectful of other cultures.

## **Terms of Appointment**

The post attracts a competitive salary and benefits package appropriate for the experience, skills and personal circumstances of the successful candidate and will include:

A competitive salary commensurate to the post and its responsibilities

Annual performance related Bonus

On site accommodation

Start and end of contract flights

Tuition fee concession at DBS

Medical Insurance

Visa costs

# How to Apply

The Board of Denla British School have engaged EduReach Education ([www.edureach.co.uk](http://www.edureach.co.uk)) to support them in all aspects of the School's opening. EduReach Education will manage the process of appointing the Director of Studies on behalf of the Board and this work will include receiving applications, the initial screening of candidates, responding to enquiries and all other aspects of the recruitment process.

In order to apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to [philippaibbs@edureach.co.uk](mailto:philippaibbs@edureach.co.uk) by the closing date.

The closing date for applications is **Monday 5<sup>th</sup> February 2018**

Preliminary discussions and first round interviews with candidates as applications are received - early application is therefore advised. Final round interviews will then be arranged with candidates on an individual basis.

Should you wish to arrange an informal discussion about the role, please contact Philippa Ibbs, Operations Executive, EduReach Education by emailing her at [philippaibbs@edureach.co.uk](mailto:philippaibbs@edureach.co.uk) or calling her on **+44 207 340 8688**.

## Safeguarding

Denla British School is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks.



DENLA BRITISH SCHOOL  

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BANGKOK

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