



Job Description

Senior teacher, Student Welfare

School:	Secondary
Allowance Group:	D
Teaching Allocation:	15-20% of contact periods
Reports to:	Secondary Assistant Principal, Student Welfare
Direct Reports:	Head of Year 7, 8 and 9; Social and Emotional Counsellors

Role and Position in the Organisation

The purpose of the Senior Teacher, Student Welfare is to:

- in conjunction with the Secondary Assistant Principal, Student Welfare provide professional leadership and management of the pastoral programme with specific responsibility for Key Stage 3, in order to secure improved standards of learning and achievement and overall well-being of students in accordance with the school's Guiding Statements (mission, vision and values);
- lead the Heads of Year in Key Stage 3;
- be the Designated Safeguarding Lead in Secondary;
- lead on a range of whole school initiatives relating to student welfare and student well-being;
- in conjunction with the Secondary Leadership Team (SecLT) lead or assist with Secondary School Development Plan priorities;
- to deputise for the Secondary Assistant Principal, Student Welfare.

The Senior Teacher, Student Welfare reports to the Secondary Assistant Principal, Student Welfare and is a member of the Secondary Leadership Team (SecLT). The Senior Teacher, Student Welfare is a member of the **Heads of Year Group** and when necessary will join the **Heads of Faculty Group** for specific projects. The Heads of Year provide professional leadership and management of student welfare issues in order to provide a safe and secure environment to allow students to reach their full potential in all areas of school life.

Key Relationships:

Secondary Principal

Secondary Assistant Principal, Student Welfare

Whole School Designated Safeguarding lead

Secondary Senior Teacher, Curriculum and Assessment

Heads of Year/ Tutors /Support Tutors/Social and Emotional Counsellors

Teachers, Students and Parents



Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – the Senior Teacher, Student Welfare will:

- monitor standards of learning and teaching with regard to the Tutorial Programme, registration and pastoral mentoring across Key Stage 3;
- alongside the Assistant Principal, Student Welfare, monitor, evaluate and lead developments of the Tutorial programme to maximise student learning;
- provide support and advice on student-related behavioural issues and well-being concerns referred by Heads of Year 7-9 and take recommendations to the Secondary Principal and Secondary Assistant Principal, Student Welfare for action;
- in consultation with the Heads of Year 7-9, Tutors, Heads of Faculty, and Subject Teacher respond to concerns identified through student progress data; implement strategies, introduce interventions and contribute to future monitoring;
- organise and monitor Year group assemblies at Key Stage 3;
- undertake a teaching role (approximately 15-20 % of a full teaching load);
- lead year group connected learning projects in conjunction with the Senior Teacher, Curriculum and Assessment.

Strategic Area 2 – Professional – the Senior Teacher, Student Welfare will:

- demonstrate the highest standards of professional behaviour and act as an ambassador for Bangkok Patana School both within the school and amongst the wider community;
- organise and contribute to CPL opportunities relating to pastoral care or the development of the pastoral curriculum in liaison with the Assistant Principals;
- act as a reviewer to the Head of Years 7-9 and the social and emotional counsellors, as part of the school's Performance Management system;
- proactively manage own personal professional learning
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS);

Strategic Area 3 – Culture and Communication – the Senior Teacher Student Welfare will:

- actively participate in Secondary School Leadership meetings;
- present to parents and other groups issues related to pastoral issues and safeguarding;
- join the Academic Leadership team a specific times



- communicate effectively with students, parents and the wider community regarding all aspects of student welfare;
- consistently use and develop information systems to ensure exemplary communication links with all stakeholders;
- contribute articles related to the pastoral curriculum and student welfare to the Patana newsletter, Term magazines, Yearbook and other publications;
- nurture and build on the home-school partnership;
- provide regular and systematic information to the Secondary Principal and the Secondary Assistant Principal, Student Welfare on matters concerning individual student needs and the implementation of pastoral policies; work along the social and emotional counselling team to coordinate the student referral system, liaising with the appropriate specialist support groups and staff;
- oversee Key Stage 3 social events
- in conjunction with the Assistant Principal, Student Welfare oversee the transition process from Year 6 to Year 7
- See additional safeguarding responsibilities below

Goal II: We focus on continually improving learning

Strategic Area 1 - Policy and Planning – the Senior Teacher - Student Welfare will:

- play a leading role in Secondary School development planning;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.
- See additional safeguarding responsibilities below

Strategic Area 2- Finance and Resources – the Senior Teacher Student Welfare will:

- coordinate and liaise with Heads of Year 7-9 with respect to their residential budgets and ensure that budgets are submitted in a timely fashion after due consideration.

Strategic Area 3 – Admissions – the Senior Teacher - Welfare will:

- assist with the introduction of the school to prospective parents;
- to oversee the school's student 'Helping Hands' programme to support new students at Key Stage 3;
- follow-up on any safeguarding needs identified during the admission process and make recommendations to the Head of School and Secondary Principal.

Strategic Area 4 – Health and Safety – the Senior Teacher - Student Welfare will:



- Lead and monitor all aspects of Safeguarding provision. To provide robust guidance and direction to all Patana staff in line with all statutory, regulatory and best practice requirements;
- See additional safeguarding responsibilities below.

Strategic Area 5 – Facilities – the Senior Teacher, Student Welfare will:

- ensure all facilities are appropriately deployed to ensure the effective delivery of the pastoral curriculum;
- contribute to planning the development of the school's facilities and to liaise with the Secondary Leadership Team on suggestions for enhancing the facilities to ensure optimum use by students.

Designated Safeguarding Lead (Secondary): Safeguarding Responsibility

Bangkok Patana School is committed to keeping students protected, safe and secure.

Key safeguarding responsibility:

Work with the Whole School Designated Safeguarding Lead to lead and monitor all aspects of Safeguarding provision. To provide robust guidance and direction to all Patana staff in line with all statutory, regulatory and best practice requirements.

Safeguarding policies, procedures and codes of conduct

- To develop, promote and annually review policies, procedures and codes of conduct in order to develop an effective, transparent culture of Safeguarding throughout the school.
- To keep staff informed about any changes to ensure compliance with all policies and procedures.
- To ensure that all stakeholders, including staff, parents, visitors, nannies and external providers, have a clear understanding of our Safeguarding requirements.
- To make all policies, procedures and relevant documentation easily accessible to staff.

Dealing with concerns and disclosures

- To ensure that all staff know how to respond to an initial disclosure, including who to inform, and how to record the information.
- To ensure that students are taught how to keep themselves safe as part of the pastoral curriculum, including who to talk to if they have a concern.



- To deal appropriately with any Safeguarding concerns. This includes providing guidance and follow up support to staff following a disclosure or ongoing concern.
- To deal appropriately with any Child Protection allegation or incident, reporting to HoS, Board Chair and external authorities as appropriate.

Tracking, record keeping and the sharing of confidential information

- To support pastoral teams (HoYs /Counselling) to track and monitor students as they move through the school.
- To securely store and maintain separate Safeguarding and Child Protection records.
- To ensure the safe transfer of all Safeguarding and Child Protection records during any transition.
- To respond to school requests for Safeguarding and Child Protection information when a student leaves BPS and to contact the DSL in the receiving school if there is an ongoing concern.
- To keep the relevant Principal informed in the case of any allegation against a member of staff.

Continuous Professional Learning

- To regularly update own knowledge of best practice.
- To develop shared expertise within the wider Safeguarding team.
- To liaise with the Cross Campus AP CPL, Cross Campus AP ECA and Sports and LS to provide:
 1. Annual refresher training for all staff.
 2. Enhanced training for DSL and staff with a safeguarding responsibility e.g. scenario training
 3. Training for coaches, external providers, music tutors, 1-1 provision
 4. Induction training to include:
 - Staff code of conduct
 - Key staff in school – DSL and other focal points
 - Responding to initial disclosures
 - Recognising types of abuse
 - Reporting procedures
 - NB Staff arriving midyear need to meet with the relevant safeguarding lead.

Developing Safeguarding in partnership with the Business Director and Heads of Department



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Liaison with:

- Marketing Dept: Safeguarding Policy and Parent/Visitor Codes of Conduct are easily accessible to parents and other visitors to the Patana website; oversight of student information and use of images in all school publications.
- HR team and Cross Campus AP for Continued Professional Learning: training for staff depending on role and degree of contact with students.
- Admissions Dept: Safeguarding/Child Protection information for new admissions; joining families understand and abide by the relevant codes of conduct.
- Security and Transport teams: safe end of day provision; site security; safeguarding training for bus monitors, bus drivers, security staff.
- HR/Recruitment: best practice during the recruitment cycle; police checks.
- Thai Headmistress and Government Liaison Officer: point of contact re local legislation and law enforcement as it relates to Child Protection in Thailand.

Any additional responsibilities as directed by the Secondary Assistant Principal, Student Welfare or Secondary Principal.

In consultation with the line manager, aspects of these responsibilities will be reviewed and developed on an annual basis in line with the School Development Plan.

Apply online at <https://www.patana.ac.th/recruitment-form/>



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Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are

Rigorous
Inquisitive and creative
Collaborative and confident
communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

Global Citizenship

We are

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our interculturalism
Inspired to improve global sustainability
Respectful contributors to digital and local communities

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.