



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Shrewsbury International School

Job Opportunity

Position / Job Assistant Principal (Academic) – Senior School
Specification:

Posting Date: 16th January 2018

Closing Date: 2nd February 2018

Department: Senior

Salary: Shrewsbury International School QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Three-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

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.

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 and the Vice-Principal (Head of Senior).

The position of Assistant Principal (Academic) - Senior School will appeal to a colleague with clear aspirations to Headship and it is likely that the successful candidate will progress from this position to Headship in the medium term.

As stipulated in the Employment Agreement at the appropriate point on the Leadership Scale (Confidential to the Board of Governors).

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Responsibilities: The Assistant Principal (Academic) - Senior School:

- is ultimately responsible to the Principal under the Line Management of the Vice-Principal (Head of Senior) and will work closely with both Vice-Principals on whole school matters;
- is a member of the Senior Management and Leadership Teams with a clear responsibility to demonstrate leadership through example and delegation;

- is responsible for ensuring the excellent academic progress of all students through the promotion of a clear vision of effective teaching and learning;
- is responsible for the assurance of quality teaching in the timetabled curriculum lessons, including organising appropriate processes and training to support and develop this;
- oversees the direction and activities of the teaching and learning committee including the training opportunities they offer and the cycle of formative reviews they carry out;
- is responsible to the Board of Governors for overseeing the production of an annual report in Term 1 which provides a detailed analysis of the Senior School academic performance by department;
- is responsible for the design, implementation and review of the Senior School curriculum and its implications for the timetable;
- is responsible for the design and strategic oversight of the academic calendar including the planning and scheduling of reports, INSET opportunities for teaching staff, Head of Department meetings, parent-teacher conferences, information evenings, mock examinations and study leave;
- is responsible for the daily allocation of cover arrangements for Senior school and work with the Assistant Principal (Prep) to ensure adequate cover for whole-school departments. This includes planned and unplanned cover;
- is responsible for the oversight of all internal and external examinations and work closely as Line Manager of the Director of Examinations, as well as chairing the regular exam team meetings;
- is responsible for the line management and oversight of the Academic administration team and work closely with the Academic Administration Manager to ensure appropriate operational support is available to academic departments;
- is responsible for the integration of technology, internationalism and English Language learning into the Senior School curriculum;

- works closely with the Director of EAL and the Head of Learning Support to ensure that all students have appropriate support provided;
- works closely with Vice-Principals, Year Team Leaders and Heads of Department to ensure excellent academic collaboration, liaison and cooperation between Junior and Senior Schools;
- works closely with the Director of ICT in design, implementation and review the strategies for ICT in the School including resources, training and procurement;
- is responsible for the academic operation of the Senior School in keeping with the Statement of Philosophy and Objectives of the school;
- is responsible for the Line Management of the Heads of Department including chairmanship of meetings, performance management, budget scrutiny (as requested by The Director of Business Services) and setting of standards for annual Heads of Department reports to Governors;
- is responsible for creating and maintaining a culture of academic purpose, discipline and ambition in the Senior School.

Tasks:

The Assistant Principal (Academic) – Senior School will:

- teach a timetable of up to 25% of full allocation and demonstrate exemplar professional practice in the classroom;
- draft for the Senior Management Team policies and consultation papers pertinent to the academic component of the Senior School and contribute to those with a whole school implication;
- design and implement the Job Descriptions, Job Specifications and annual roles of the Heads of Department including statutory tasks;
- in normal circumstances, conduct the Performance Management of the Heads of Department;
- play a key role in the selection and recruitment of Senior School academic staff;

- work closely with the school Professional Development Coordinator in designing and operating the annual Senior School academic INSET programme in keeping with the vision and specific operational targets of the school;
- be available during the publication and processing of public examination results in the period prior to Term 1 and assist with the induction of new staff;
- work closely with the school Librarian to promote independent research and to integrate library skills into the Senior School curriculum.

Candidate
Profile:

The Assistant Principal (Academic) – Senior School is expected to:

- demonstrate leadership in his approach to school life through a high profile presence on the Senior School stage;
- have the drive and determination to position the curriculum and assessment for learning at the heart of the Senior School's academic development;
- develop a culture of curricular innovation amongst the Senior School academic leaders;
- be a role model for students and staff in the Senior School;
- be an excellent listener;
- be skilled in managing meetings allowing an appropriate balance of information and discussion to prevail;
- maintain a high profile and daily presence with Heads of Department and teachers including attendance at break every day in the Staff Common Room;
- maintain close contact with Heads of Department and establish respectful working relationships with each through close collaboration on decision making;
- be collegiate in style seeking to take every opportunity to involve Heads of Department and teachers in decision making;
- 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 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).

