



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

Job Opportunity

Position / Job Associate Director of Higher Education (US)

Specification:

Posting Date: 5th November 2019

Closing Date: Interested candidates are suggested to apply immediately.
(Applications will be considered as they arrive.)

Department: Higher Education

Salary: Shrewsbury International School QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Three-year contract;
- Excellent accommodation in Central Bangkok for singles and couples is available 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 deduction for tax is made at source.
- Flights at the beginning and at the end of the employment, and one return flight mid contract.
- Relocation allowance at the beginning and end of employment;
- Medical insurance with Aetna (Thailand);
- Generous support for personal professional development locally, regionally and internationally.

Position Summary:	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 Associate Director of Higher Education is likely to appeal to an individual with extensive experience of giving guidance and application support to students applying to university and colleges in the US.
General:	Shrewsbury is one of South East Asia's outstanding international schools, with enrolment of 1730 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.
Key Responsibility:	The Associate Director of Higher Education (US) is: • responsible to the Director of Higher Education and Head of Sixth Form; • a member of the Sixth Form Team, which is responsible for all aspects of guiding and supporting students as they apply to university. The support network involves working with Sixth Form Tutors, Subject Teachers and Administrative Support Staff;
Tasks:	The Associate Director of Higher Education (US) will: • advise students regarding college and university selection, focusing on finding the best fit for our highly academic, talented and ambitious students; • lead workshops to instruct students on the construction, content and theme of application essays and application procedures – with focus given to writing styles appropriate to a range of courses, institutions and countries;

- provide individual care and support for student applications – meeting all administrative requirements (online and paper), ensuring all deadlines are planned for and met, all required documentation is in place and all aspects of the application are of the highest quality. Familiarity with online application systems including Common Application and BridgeU is helpful;
- provide individual care and support to students as they begin, develop and complete their essays and statements to the highest quality;
- help students to understand, manage and prioritise the competing pressures of applying to multiple country destinations. A knowledge of applying to the UK, Canada and the Asia – Pacific region is helpful in this;
- advise and support students in the final phases of their application to university – responding to offers, managing examination results and documentation, mid year and final transcripts and securing their place at their chosen university;
- write and supply, in consultation with the Sixth Form Team, academic and personal references for designated students;
- work closely with the Sixth Form Team in helping prepare students for admission interviews and SAT / ACT test scheduling and registration;
- establish positive network relationships with a wide range of US College Admission Offices and facilitate counsellor calls, on campus visits and the promotion of Shrewsbury International School and its students to the wider international community;
- be a member of the Futures Team, which manages the transfer of our existing Year 11 students into the Sixth Form;
- be a member of the Alumni committee, working to build lasting relationships with and opportunities for, our graduating students;
- attend, where appropriate, Sixth Form Parent / Teacher consultation events – including presentations from The Principal and Head of Sixth Form;

- lead or participate in a minimum of one “You-Time!” activity per week during term-time as directed by The Director of Sports and Activities;
- attend Sixth Form Team meetings – including Staff Weekly Briefings (Monday 07:15) - and expect to be available for such on Tuesday afternoons between 14:40 and 15:30;
- be available for cover as directed by the Vice-Principal (Head of Senior) in accordance with The School’s Cover Policy.

Professional
Expectations:

The Associate Director of Higher Education (US) will:

- possess unparalleled commitment to the future ambitions of our students;
- have the drive to achieve our shared goal of student acceptance to the world’s leading universities;
- demonstrate initiative in the defined tasks and areas of responsibility;
- demonstrate outstanding communication skills with students and staff in the Senior School;
- be a role model for students and staff in the Senior School;
- maintain close contact with the Director of Higher Education and Head of Sixth Form and establish strong and respectful working relationships with each;
- be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- be familiar with The School’s Guiding Statements and commit fully to their aims;
- be familiar with The School’s Child Protection Policy and commit fully to its aims and promote its implementation on a daily basis;
- be familiar with The School’s English Speaking Environment Policy, commit fully to its aims and promote its implementation on a daily basis;
- be familiar with The School’s English as an Additional Language Policy and commit fully to its aims and promote its implementation on a daily basis;

- be familiar with the contents of the Staff Handbook and The School Policy Compendium and implement the procedures as appropriate;
- commit fully to The School's Performance Management programme;
- attend Professional Development (INSET and external) as determined by the Principal within the bounds set in the Employment Agreement;
- undertake Thai Language and Culture training as required by The Ministry of Education (Thailand);
- will commit to The School's extra-curricular programmes;
- communicate with students, colleagues and parents in a respectful and courteous manner in accordance with the paradigms established by The Principal;
- will set the tone for students in attendance, punctuality, appearance, dress, courtesy and professionalism.

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 training;
- 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:

- 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.

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/riverside

Any queries should be forwarded to The Principal, Mr. Chris Seal (Chris.S@shrewsbury.ac.th).