



WELLINGTON COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Application for the position of Head of Junior School at Wellington College Bangkok

For August 2020 or earlier

For August 2020 or, preferably, earlier

Application is encouraged from outstanding visionary, motivated and inspired UK-trained heads of school who would like to lead the Junior School team at this very exciting new 2-18 school in Bangkok, a South-East Asian hub of excellence in British international education.



Wellington College International Bangkok in Thailand opened in August 2018 and will grow to accommodate up to 1,500 girls and boys aged 2-18 years. The school's facilities are world-class: the design and appearance are modern yet combine distinctive features of Wellington College, Berkshire and elements of Thai culture. The buildings are set amidst a large, attractive, green campus in Krunghthep Kreetha, an area midway between Bangkok city and Bangkok International Airport, nestled within the Unico Grande Golf Course.

In our first year of operation, we filled classes from Pre-Nursery to Year 6. In 2019, we open Year 7, extending our upper Prep School provision on a middle school model, with specialist teachers throughout from this point. We have recruited more Early Years teachers, more Junior School class teachers and a selection of multi-skilled Senior School (or Middle School, or upper Prep School) subject teachers. Student numbers have doubled as we enter our second year and, on the back of becoming the first school in the world to gain full COBIS Patron's Accreditation within the first year of operation, the school is already gaining recognition as one of the best international schools anywhere.



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The School

Wellington College Bangkok's mission is to deliver the most exceptional international education in Thailand—and across the region. We are proud and thrilled to be able to provide a significant piece in the jigsaw of Bangkok's growing prominence as a Southeast Asian hub, and we are delighted to welcome families of all nationalities.

Our School is purpose-built on an expansive greenfield campus. The buildings, designed by world-class architects, are airy and modern yet retain echoes of the grandeur of the past. Our sports facilities include a full Olympic-size 50-metre pool, a huge gymnasium, a 400-metre track, sports pitches, basketball and tennis courts—and a golf course. Our fully-equipped specialist areas, Harkness rooms, our theatre (opening early in 2020), our stylish Copenhagen Café (named after the Duke of Wellington's favourite horse), as well as the recreation areas—the green of the trees and the grass, the blue of the water—all play their part in making the experience of being at Wellington unique, exciting and, on top of that, *fun*.

The global family of Wellington Colleges—in the UK, China and here in Thailand—has a very strong reputation for the development of academic excellence, international-mindedness, leadership, responsibility, service to others, outstanding pastoral provision and an exceptionally rich programme of co-curricular activities.

Our values grow from those of our close partner school, the world-renowned Wellington College in Berkshire. It is a fundamental principle that every child can thrive when provided with outstanding, wide-ranging and open-ended opportunities to develop, explore and learn. Our students' individual responses to these opportunities, shepherded by some of the best teachers in the world and supported by our uniquely dedicated pastoral teams, can set them on the path to extraordinary academic achievement—which, at Wellington, routinely goes hand-in-hand with excellence in performing and visual arts, sport and service to others. This is what it means for *the whole child* to flourish.





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A Note from the Master

I'm delighted that you are considering a move to WCIB. We are offering an extraordinary opportunity to lead the ongoing creation of what has already become one of the best schools anywhere in the world.

The Head of Junior School we select will need to be visionary, resourceful, creative, resilient and strongly motivated. The chance to really build the character and identity of a school such as this from its infancy is not one many leaders ever get—and a lot don't want the hassle, either. This post requires enormous commitment: the Leadership Team cannot fully support everyone in school unless we are rock-solid in our determination to get the best possible job done and never to shy away from excellence.



I'm looking for many qualities in applicants. Excellent classroom skills, thoughtful professionalism, keen intelligence, phlegmatic unflappability, unwavering passion—these are the obvious ones. I want to see *awe* as well. It seems to me that, to be able to open the eyes and minds of students, and teachers, we all need to be pretty much constantly amazed, enthralled and astounded by the complete extraordinariness of the world and everything we're teaching. If we aren't awed, it's less likely that our students will be—and they should be. Students of every age should be reflecting, at the end of every day, on something motivatingly astonishing.

I should say that we did not expect to be advertising for this amazing opportunity now. Sadly, the founding Head of the Junior School, Mr Christian Bishop, who had worked so tirelessly, professionally and brilliantly to create what we have today, was forced by unavoidable personal circumstances to return to the UK quite suddenly. His shoes will be very difficult to fill: we are not looking for a clone, but he did everything right! The perfect balance will not be easy to strike.

Good luck

Christopher Nicholls
Master, Wellington College
Bangkok





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The Wellington Identity

What we expect from our students we must access in ourselves. Wellington staff must be:

Inspired

We want Wellingtonians to have been genuinely excited by everything they have done during their years with us. They will have developed a zest for life so that they go into the world ready and able, in turn, to inspire others. This is the core pillar of the Wellington Identity.

Intellectual

Wellingtonians must move into the world able to think critically and to engage in deep learning. They will be able to study beyond the bounds of any curriculum, be inquisitive and ask questions of everything around them, and be imbued with a lifelong desire to keep learning.

Independent

Wellingtonians develop personal, cognitive, social and study skills that enable them to cope with the challenges of university and their lives beyond. They adapt, cope and thrive in an ever-changing world. This is reflected in our academic curriculum, our co-curricular programme, our commitment to the coaching philosophy, and our focus on character development and leadership.

Individual

The aim of a Wellington education is to allow students to develop themselves fully in every sense. The pastoral care and focus on student wellbeing at the College values each student as a unique individual. The journey to individuality is also reflected in our broad curricular and co-curricular opportunities: all our students discover and develop fully their own talents, passions and interests: interested children become interesting adults.

Inclusive

Wellingtonians will leave the College not in a bubble of elitism, privilege and exclusivity, but with the moral values and social conscience to serve others and do good in life. This inclusivity includes a strong pride in coeducation, a commitment to internationalism and a service programme rooted in depth and honesty.





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The Curriculum

WCIB offers the EYFS followed, from Year 1, by the National Curriculum for England as a basis for all subjects. The school will prepare students for the IGCSE in the Senior School and the IB Diploma or A-levels in the Sixth Form.

The taught curriculum is very important and we take it very seriously. Our task is never to deliver the standard experience—the lesson that *everyone* gets—but to give our students the best every day. It's a challenge that not every teacher desires, but we only want those who *cannot wait* to follow this principle.



An extensive co-curricular programme of sports and other enrichment activities is provided to balance and broaden the experience of the students. The highest quality of pastoral provision, and personal focus, is central to the Wellington philosophy; a thriving House system and a purposeful Wellbeing programme are central features of all Wellington schools. Teachers are expected to take a full part in the daily life of the School, assisting or leading activities; monitoring and engaging actively with children during their Prep and other independent work time; contributing positively to the House structure and programme of events.





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The Post: Head of Junior School

Wellington College Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

The following list is not exhaustive but represents the main professional duties of a WCIB PE teacher. This Job Description should be read and understood in conjunction with the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

1 Purpose

- 1.1 Ensure and oversee delivery of the whole curriculum
- 1.2 Ensure that the ethos, Identity and Values of the Wellington College family are fundamental to everything that happens in the School
- 1.3 Lead the staff, both indirectly by example and directly through meetings, presentations and other sessions, supporting and encouraging all to establish smooth flow of communication around the teacher - pupil - parents triangle
- 1.4 Ensure the maintenance at all times of a high level of creative, proactive and dedicated commitment throughout the Junior School

2 General Responsibilities

- 2.1 Be a member of the whole-School Senior Leadership Team
- 2.2 Provide dynamic, visionary and inspirational leadership and mentoring of the Junior School staff
- 2.3 Be responsible for the day-to-day management of teaching and learning in the Junior School, through delegated structures where appropriate
- 2.4 Take an active part in the life of the whole School and foster links within it for the benefit of pupils, parents and staff
- 2.5 Ensure that the personal, intellectual and developmental needs of every Junior School child are met and monitored appropriately
- 2.6 Share in the delivery of the curriculum as necessary
- 2.7 Offer and develop a vision for the Junior School as part of the whole-School development plan.
- 2.8 Represent the Junior School to parents and prospective parents
- 2.9 Ensure appropriate and outstanding integration between the Junior and Senior Schools
- 2.10 Set an excellent example of professional standards and leadership
- 2.11 This Job Description is not exhaustive; any other reasonable requirements or requests from the Master are expected to be carried out

3 Key Responsibilities

3.1 Management and Administration



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3.1.1 Manage the budget of the Junior School efficiently and effectively and liaise with Operations and Finance to this end

3.1.2 Oversee and monitor the use of resources and the maintenance of equipment and materials

3.1.3 Ensure that Health and Safety and Safeguarding regulations in the Junior School are observed and regularly reviewed

3.1.4 Be a member of the school Health and Safety Committee

3.1.5 Draw up, run and update a Development Plan for the Junior School in line with the whole-school Development Plan

3.1.6 Oversee the design and implementation of the whole curriculum and pupil progress, achievement and attainment against and within it

3.1.7 Ensure that all schemes of work, policies and procedures are updated and followed

3.1.8 Line manage the Head of Pre-Prep

3.1.9 Attend Board-level meetings as requested or required, as a non-voting attendee

3.1.10 Create, or directly manage the creation of, the Junior School timetable, ensuring its suitability in all respects

3.2 Teaching and Learning

3.2.1 Allocate teaching responsibilities appropriately and effectively

3.2.2 Oversee, and ensure the excellence of, curricular, extended-curricular and extracurricular provision, including visits, trips and other off-campus activities

3.2.3 Ensure excellent standards of teaching and learning are maintained in all areas

3.2.4 Ensure breadth, continuity and coherence of curriculum development

3.2.5 Liaise with the Senior School as necessary on overlap teaching and mentoring

3.2.6 Ensure provision is made for the full range of pupil abilities and aptitudes

3.2.7 Ensure pupil assessment and tracking are accurate and ongoing and performance information is used effectively to inform planning and maximise pupils' progress, achievement and attainment

3.3 Pastoral Care

3.3.1 Ensure that all pupils in the Junior School share a practical understanding, and appreciation, of the School Values and that, as a consequence, the happiness, safety and wellbeing of every child in the School are considered, addressed and maximised

3.3.2 Ensure that the behaviour expected of pupils is modelled by staff and understood clearly by pupils

3.3.3 Communicate and liaise closely and frequently with parents and develop excellent professional relationships

3.3.4 Oversee the running of the House system, ensuring that it supplies plentiful opportunities for vertical engagement and healthy competition as well as discussion and consideration of the School's Values

3.3.5 Co-ordinate Junior School assemblies to reinforce the school's ethos and Values, promote a strong sense of identity and community, celebrate success



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3.3.6 Attend meetings of the Pastoral Committee

3.3.7 Liaise with the Head of the Senior School regarding Junior-Senior transition

3.4 Staff

3.4.1 Lead, mentor and monitor the work of all Junior School staff

3.4.2 Oversee the induction process for new staff, ensuring it is of the highest standard and that it meets all regulatory requirements

3.4.3 Design and run an excellent staff Performance Management process which rests on self-evaluation and is fundamentally supportive

3.4.4 Liaise with, and supply accurate information to, the Master on staffing needs

3.4.5 Take an active part in the recruitment process for all Junior School staff

3.4.6 Oversee the Reporting process, ensure all pupil reports are proofread effectively and add individual comments when appropriate

3.4.7 Organise and chair all necessary and regular meetings

3.4.8 Ensure that appropriate cover work is set in the event of staff absence and that all classes are covered effectively

3.4.9 Oversee the construction and running of staff duty rotas

3.4.10 Ensure that appropriate and serious consideration is given to the happiness, safety and wellbeing of staff and that, where possible, appropriate action is taken and support given

3.5 Parents

3.5.1 Build, develop and maintain excellent relationships with parents

3.5.2 Oversee and monitor all communication with parents and others

3.5.3 Keep parents fully informed and respond to individual and general pastoral, academic, social and other issues in a timely, polite and effective manner

3.5.4 Ensure that an appropriate, effective and efficient schedule of Parents' Evenings and Parent Information Sessions is created, calendared in good time and run properly

3.6 Marketing

3.6.1 Develop links with the wider community and with outside agencies, in support of the effective and proactive recruitment of pupils

3.6.2 Meet prospective parents as part of the initial Admissions process

3.6.3 Assist in the planning and preparation of, and attend and contribute to, Open Days and other marketing-focused events

3.6.4 Contribute a section to the weekly school newsletter and write other publicity materials, including official School social media entries as required, liaising as appropriate and necessary with others

Notes: this job description is subject to annual review and - furthermore - is open for immediate constructive discussion with the successful candidate.



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The Person

Successful candidates will already be in a senior leadership position, have a good honours degree plus PGCE and/or QTS and may have further professional leadership qualifications. Evidence of ongoing training or study in the field of education is highly desirable. Experience of teaching in a British School—independent or state—is necessary and knowledge of British international schools an advantage.

Being an excellent teacher is essential. We expect all our staff to be motivated, committed, respectful, inclusive, intellectual, independent, individual, inspired, reliable, tenacious, culturally aware and sensitive, calm, flexible and able to laugh at themselves. The Head of Junior School must model all these characteristics impeccably.



Remuneration

The successful candidate will receive a competitive salary and package, commensurate with the importance and high profile of this position, including high-quality accommodation and medical insurance as well as places in the School for children (Pre-Nursery to Y7 this year—expanding naturally as the school grows); further details will be discussed at interview.





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Application for this Post

Candidates should, in the first instance, complete our online Staff Application Form, which can be found [here](#), then email a letter of application and a full, up-to-date CV to recruitment@wellingtoncollege.ac.th. The closing date for applications is **Sunday 8th September 2019**. But the sooner you apply the better: don't wait till the deadline if you can help it!

Longlisted candidates will be interviewed via Skype on a rolling basis (please note that longlisting begins *before* the deadline for applications); those on the shortlist will be invited to Bangkok for a final interview process. Please contact us if you would like further details.

References

We contact all the referees of all shortlisted candidates; if you have a specific preference that we not contact someone immediately, please indicate this in your application.

Identification and Qualifications

Shortlisted candidates will be asked to show originals of all qualifications referenced in their applications, along with proof of identity. Qualifications may be further checked by phone or other means.

Safer Recruitment

WCIB is fully committed to safeguarding and promoting the welfare of children, young people and adults. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

Wellington College International Bangkok
18, Krungthep Kreetha Road, Saphan Soong District, Bangkok 10240
wellingtoncollege.ac.th

