



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

Job Opportunity

Position / Job

Vice-Principal (Head of Junior)

Specification:

Closing Date:

Interested candidates are suggested to apply immediately.

(Applications will be considered as they arrive.)

Department:

Junior School

Salary:

Shrewsbury International School QTS salary scale applies.

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.

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.
- Annual Flights Allowance

- Relocation allowance at the beginning and end of employment;
- Medical insurance with Aetna (Thailand);
- Generous support for personal professional development locally, regionally and internationally

Key

Responsibility:

The Vice-Principal (Head of Junior):

- is responsible to the Principal and deputises for him in his absence. This is a parallel appointment to the Vice-Principal (Head of Senior) although the Principal will normally grant seniority in decision making to the Vice-Principal with the longest service at Shrewsbury International School;
- is the Principal's chief advisor on all matters pertaining to Primary Education
- is a member of the Senior Management Team and the Leadership Team and, as such, has a whole school role in advising, supporting and guiding the Principal;
- is responsible for the operational management of the Junior School in keeping with the Statement of Philosophy and Objectives of the school acting as Line Manager to the Assistant Principals (Prep and Pre-Prep) and Junior School Team Leaders and is responsible to the Principal in all matters which have a whole school implication;
- is responsible to the Principal for drawing up short lists of staff appointments for Junior School posts and will play a key role in all selection of new Junior School staff;
- is responsible for operating the performance management programme of staff appraisal and professional development in keeping with the Statement of Philosophy and Objectives of the school;
- is responsible for overseeing the budget for the Junior School and other whole school areas as required by the Principal.
- will take responsibility for creating a culture of purpose, discipline and ambition in the Junior School;
- will work closely with the Principal and Director of Marketing on promoting the school in the wider community;
- will work closely with the Principal, Registrar, Director of Marketing and Director of Business Services in administering admissions to the school;
- will liaise closely with parents of students in the Junior School across the spectrum of issues.
- work closely with the Assistant Principal (Staff) to ensure CPD is

efficient and effective and in concert with SITLL

- work closely with the Assistant Principal (Students) ensuring smooth and efficient flow of information on all welfare matters

Tasks:

The Vice-Principal (Head of Junior) will:

- draft policies and consultation papers pertinent to the Junior School and contribute to those with a whole school implication. The Vice-Principal (Head of Junior) will present such papers to the Senior Management Team meetings;
- play a key role in the selection and recruitment of Junior School staff and will deputise for the Principal where appropriate;
- share the production and maintenance of the Staff Handbooks and School Policy Compendium with the Vice-Principal (Head of Senior) ;
- share the management of accreditation and inspection processes with the Vice-Principal (Head of Senior);
- oversee the programme of junior school assemblies and take a lead role in them as part of the creation of the required culture of purpose, discipline and ambition;
- take a key role in the Junior School reporting process in accordance with school reporting policy;
- oversee the production and maintenance of welfare records for students in the Junior School

Professional

Expectations:

The Vice-Principal (Head of Junior) will:

- demonstrate leadership in his/her approach to school life;
- be a role model for students in the Junior School;
- maintain a high profile and daily presence in the Junior School classrooms and staff room taking a close, personal interest in the performances of Junior School staff and students;
- 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:	<p>Shrewsbury International School is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to</p> <ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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:	<p>Applications will be only be accepted on the official Shrewsbury International School Application Form, which is available on the school website "Job Vacancies" page.</p>
Further Details:	<p>Full details of the school are available on our website at www.shrewsbury.ac.th.</p> <p>Any queries should be forwarded to The Principal, Mr. Chris Seal (Chris.S@shrewsbury.ac.th).</p>