

Prep and Senior School Head of Department

Job Description

For August 2020

Introduction

Brighton College Bangkok is a dynamic and exciting school looking for enthusiastic and passionate Heads of Department. This is a unique opportunity to join an exceptional and hard working team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our expectation is that leaders at the College will show a desire to collaborate, inspire and develop their Department, demonstrating the highest standards in terms of leadership, organisational and pedagogical skills with a willingness to contribute to the rich co-curricular life of this busy school.

A Head of Department will lead and manage the day-to-day teaching and learning in their department. S/he should be a highly creative practitioner, an adaptable and innovative leader, a good motivator, communicator and administrator, and should be capable of managing key aspects of an expanding and high-profile British International School. S/he should be able to provide professional leadership and guidance on academic matters to enable the effective development of the subject area, its staff and pupils.

Brighton College Bangkok

Brighton College opened its first school in Bangkok, one of South East Asia's most vibrant and successful capital cities, in 2016. Following the launch of the Pre-Prep in September 2016, Brighton College Prep and Senior School opened its doors in September 2017. Situated on an iconic and purpose-built 20-acre campus near central Bangkok, it aspires to become one of Asia's leading schools.

The spectacular, state of the art campus includes a specialist Performing Arts Centre, a large Sports Centre with IOC approved swimming pools and an IOC 400m running track, as well as innovative and dynamic Learning Resource Centres.

Brighton College Bangkok delivers the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils aspire to the leading universities of the world, including Oxbridge and the US Ivy League. The College is a member of COBIS and is currently seeking ISQM accreditation from EDT.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi, Brighton College Dubai and Brighton College Al Ain, its three sister schools in the Middle East. In August 2020 Brighton College Singapore will join the Brighton College International Schools family. The Brighton family of schools currently educates more than 5,500 pupils and is the most academically successful family of schools.



Personal Skills

- Enthusiastic and passionate about education with a sound understanding of UK best practice
- Excellent communication skills and professional and confident in communicating with all school stakeholders and external agents
- The ability and aptitude to create and lead a strong and dynamic team
- Able to provide support, guidance and leadership to the staff in your department
- Competent in monitoring and evaluating teams and individuals
- Understanding of the needs and issues facing all stakeholders within the College community
- An exceptional organiser and administrator
- Be persistent and see tasks through from beginning to end
- Flexible and adaptable to the varied demands of working in a startup school
- Proactive in all aspects of College life through participation and support
- Able to work successfully under pressure with excellent organisational skills
- Able to take responsibility and be accountable for all aspects of your department
- Able to present a professional image in line with the high expectations of Brighton College
- A talented communicator both orally and in writing
- A confident and competent user of IT in the classroom and for administrative purposes

Duties and Responsibilities

- To create and develop a positive team atmosphere
- To drive and be a role model for excellent standards of teaching and learning in your Department
- To introduce creative initiatives and drive collaborative projects to ensure that a varied and inspiring curriculum is maintained at all times to enable the children to explore the subject and develop in your department
- To ensure that all members of your team encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To track and monitor the progress of all pupils across your department
- To work with your departmental team on matters of setting and individual pupil needs
- Oversee an annual update of all policies, hand books and documentation in relation to the department including: staffing, curriculum plan, schemes of work, timetabling, SDP, job descriptions, budget, INSET, assessments, meetings, visits/visitors, risk assessments and IEPs
- To ensure Schemes of Work are in place and up-to-date
- To oversee examinations and assessments within your Department
- To work with the Pre-Prep leaders to develop and consolidate the subject within the College
- To take a lead in the future development of your department in the College
- To be responsible for the Department budget and the ordering of all equipment
- To be responsible for your Department's contributions to the College VLE, the website, social media and publications as necessary
- To oversee and proofread reports
- To be responsible for your Departmental Development Plan and to contribute to the College's Self Evaluation and Development Plan
- To attend all meetings and INSET as required, attending and contributing to Heads of Department meetings and arranging and leading regular Departmental meetings
- To keep abreast of the latest educational practices and philosophies, and developments within your subject area.
- To maintain close links and regular contact with the professional bodies with which your department holds membership
- To lead by example in all areas of school life and to be a powerful role model for colleagues as an outstanding practitioner.

Teaching and Learning

- To encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To be aware of, and comply with, all the College policies including those for marking and assessment, teaching and learning and reporting
- To develop and share schemes of work and resources, using in-house formats
- To assist with covering colleagues as required
- To attend all meetings and INSET as required
- To prepare, invigilate and assess, as required, internal and external tests and examinations

Pastoral

- To be aware of and act upon all policies regarding the safeguarding of children
- To work within a House team as a Tutor in a specified year group
- To show an active interest in each child's personal and domestic circumstances, and to foster the personal and social development of each pupil in your care
- To actively promote the social, moral and cultural ethos of the College community
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- To create an atmosphere of support by being aware of, and fully compliant with all the College Policies, including the Code of Conduct, the School Rules, and the Anti-bullying Policy
- To be familiar with all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times
- To promote exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and comply with the College's rewards and disciplinary policies, promoting exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and act upon all policies regarding the safeguarding of children

Professional Responsibilities

- To promote pride in the College among the pupil body through high standards of dress behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend parents' evenings, assemblies, productions, sporting and other special school events during term time as the Head may from time to time require
- To be responsible for all College resources, particularly those in your care, reporting damage or loss to the appropriate authority within the College
- To contribute to the virtual learning environment, the website, social media and publications in support of your work
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To carry out any reasonable professional request made by the Headmaster or Head of School or member of the SLT and actively support the Co-Curricular Programme
- To be an ambassador of the College at all times, in school and in Thailand

Formal Qualifications/Experience

- A good UK Honours Degree (or equivalent)
- A certified teaching qualification (i.e. Qualified Teacher Status)
- A distinguished record of teaching
- A strong record of professional development
- Working knowledge of the National Curriculum, (I)GCSE and A-Level, as appropriate
- At least two years' teaching experience

Remuneration

- A competitive salary
- A relocation allowance
- Accommodation allowance
- 100% remission of school fees at BCB for two children, subject to the usual standards and procedures for admission
- Medical insurance for the post holder, dependent spouse and up to two children
- Return flights to point of origin for the post-holder, dependent spouse and up to two children

Application Process

To apply, please upload the following to the “Documents” section on the Tes online application form, addressed to Mike Walton, Head Master of Brighton College Bangkok

1. An application letter, of no more than two sides, outlining your strengths and stating why you wish to be considered for the role. Applicants should state their curriculum strengths and extra-curricular interests
2. Your CV
3. A completed Tes online application form.

Please include contact details of **three** referees on your Tes online application form, one of whom must be your current or most recent Head of School or Principal.

Further information can be found on each of the individual job adverts and on our College website <http://brightoncollege.ac.th/vacancies/> under ‘Teaching Opportunities’.

Please note that only applications that include a letter of application, application form and CV will be processed.

The closing date for applications is **Wednesday 8th January 2020**

Long-list interviews will be held via video conferencing.

The College reserves the right to appoint candidates prior to the closing date and so early applications are advantageous.

Safeguarding

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment. All applicants should read the College’s Child Protection Policy, which is available on our website, and are required to declare any information as requested on the application form. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK and a local police certificate will be requested for the successful candidate.