



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

Position:	Head of Student Welfare (Junior)
Posting Date:	2 December 2024
Closing Date:	27 February 2025
Department:	Junior School
Salary:	Shrewsbury International School Bangkok QTS salary scale applies.
Benefits:	<p>An excellent international package of benefits including:</p> <ul style="list-style-type: none">• Two-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;• Generous support for personal professional development (regional and/or overseas)
Introduction:	<p>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 between the post-holder and The Principal.</p>

Role: The Head of Student Welfare (Junior) will be expected to teach a timetable of not more than 50%.

Both in-house and external professional development training will be provided as necessary.

Responsibility: The Head of Student Welfare (Junior):

- is responsible to the Vice Principal (Junior) and works closely with the Assistant Principal (students) on welfare issues and, when required, safeguarding issues ;
- will work closely with Students, Parents, Class Teachers, Teaching Assistants, Year Team Leaders, the Learning Support Team, the Wellbeing Team and Lead School Counsellor on matters relating to student welfare;
- will have up to date DSL training allowing for them to support/deputise as required by JSMT;
- will work closely with the Assistant Principals (Junior) and the Vice Principal (Junior) on matters relating to issues of student welfare;
- will work closely with the Curriculum Leads in the Junior School to advise them of emerging pastoral issues so that the Learning for Life curriculum reflects and is responsive to the needs of students in the Junior School
- will play a role in the planning and delivery of training (including Parents in Partnership, INSET) related to student welfare in the Junior School;
- will lead on agreed wellbeing, welfare projects or training across the whole school
- will contribute to Accreditation and Inspection reports or committees;
- will contribute to any items relating to welfare on the School Operational Plan;
- will create a set of targets and associated actions pertaining to student welfare in the Junior School;

- through ongoing training, will ensure welfare provision is in line with best practice in the UK.

Tasks:

The Head of Student Welfare (Junior) will:

- Lead on the planning and provision of social and emotional support available to students in the Junior school including the programme of social skills clubs at break and lunchtime;
- work with the Assistant Principals to keep the Vice Principal (Junior) regularly apprised of welfare issues within the Junior School;
- lead and line manage the Wellbeing team within the Junior school;
- In the case of absence or significant issues, deputise for the Junior-phase DDSL as required, including the management of specific cases where applicable;
- be a member of the Welfare Committee;
- undergo annual Child Protection and Safeguarding training;
- run RTLs and/or social skills groups in the Prep School as required;
- promote a culture of understanding and awareness of student welfare amongst staff parents and students;
- attend Junior Leadership team meetings where appropriate and as invited;
- attend monthly Junior Specialist HOD meetings;
- will ensure playtimes in Junior School are inclusive and that positive experiences during these times lead to positive student welfare outcomes;
- have a teaching role of no more than 50%, as defined by the Vice Principal (Junior);
- be visible throughout the day and maintain flexibility in approach in order to respond to student welfare needs.

Professional
Expectations:

The Head of Student Welfare (Junior):

- will demonstrate leadership skills in promoting awareness and implementing agreed actions around student welfare and

wellbeing in the Junior School;

- will have current, up to date knowledge of best practice in student welfare as well as knowledge of developments in child protection and safeguarding;
- will have a strong commitment to teamwork and be highly proactive in working with staff, students and parents;
- will pay keen attention to detail in the management of documentation and record keeping;
- will possess excellent interpersonal skills in dealing with parents, teachers and students;
- will show trustworthiness and will be able to respect the confidentiality of students, parents and staff when managing welfare concerns;
- be diligent, reliable and resilient and possess stamina and flexibility;
- will be both a team player with clear communication and listening skills and take decisions with the initiative and energy to implement change in the defined areas of responsibility.

Child
Safeguarding:

Shrewsbury International School Bangkok is committed to safeguarding and promoting the welfare of children.

The Head of Student Welfare (Junior) will be required to:

- promote and safeguard the welfare of children and young people across Junior and Senior schools.
- form and maintain appropriate relationships and personal boundaries with children and young people.
- Listen to and help students resolve a range of issues that may be creating barriers to learning;
- Implement strategies and support students in self-esteem and confidence-building activities.

Requirements:

- Qualified Teacher Status
- International Child Protection Certificate (ICPC) and/or criminal record check(s) according to residence history.

- 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.
- Certificate or record of complete course of covid of an approved vaccine.

How to Apply: Applications will be accepted via TES Portal.

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. Robert Millar (Robert.M@shrewsbury.ac.th).