



BROMSGROVE
INTERNATIONAL SCHOOL
THAILAND

Candidate Brief for the Position of
Head of Secondary
August 2025



Letter from the Headmaster & CEO

Dear Applicant,

Thank you for your interest in the position of Head of Secondary at Bromsgrove International School, Thailand. If you are a dynamic, driven, caring, and dedicated leader who puts children at the centre of all that you do, I look forward to receiving your application.

Bromsgrove International School, Thailand (BIST) is a through-school from Pre-Nursery to Year 13. We offer boarding and day school education to 515 students across two campuses on the outskirts of eastern Bangkok.

Our school community is happy and caring, where every child is well cared for and enriched academically and pastorally. Whatever their calling in life, be it an astronaut, banker, doctor or architect, BIST ensures that every child fulfils their potential and leaves us as confident, resilient, globally minded young adults, ready to take on their next challenge and well-prepared for life ahead of them.

The Board of Governors, parents, teachers, staff, and wider stakeholders all share the same very simple vision: Achieving Excellence Together.

I hope you enjoy reading the enclosed information about our school and the position itself. Please visit our school website at www.bromsgrove.ac.th to learn more about our amazing school and get a full flavour of what we are about.

I look forward to receiving your application.

Warmest Regards

A handwritten signature in black ink, appearing to read 'Dan Moore', with a long horizontal flourish extending to the right.

Dr Dan Moore
Headmaster & CEO

Executive Summary

Bromsgrove International School Thailand (BIST) was established in 2002 under the name Windsor International School, Thailand, but changed its name in 2004 when it became affiliated with Bromsgrove School, UK.

Bromsgrove International School Thailand (BIST) is a privately-owned independent school in Bangkok, Thailand which uses the name Bromsgrove under license from [Bromsgrove School UK](#). Bromsgrove School in England was established in 1553 and is one of the UK's most prestigious co-educational day and boarding schools. We aim to utilise the very best aspects of that educational heritage while fostering in our students a love of independent learning and shaping them to become global citizens. The relationship between our two schools is strong, with good links between us, including a scholarship and exchange programme, curricula collaborations and a Bromsgrove School governor sitting on the BIST Board of Governors in Thailand.

After ten years of dedicated service to the school (and in the post as Head of Secondary since the 2019/20 academic year), the current Head of Secondary will leave at the end of the current academic year. As such, we now seek an outstanding educationalist to lead the Secondary School at BIST through its next exciting phase of growth and development. The successful candidate will be a dynamic and collaborative school leader who can inspire and engage with all sections of our school community. The Head of Secondary is part of the School Leadership Team (comprising the Head of Primary, the Head of Early Years Campus, the Head of Boarding and the Headmaster & CEO).



An introduction to BIST

BIST is a well-established co-educational boarding and day school for over 515 students aged 2 to 18. The school is spread across two campuses (approximately 8 km apart) - the Early Years Campus (Pre-Nursery to Year 1) and Windsor Park Campus (Year 2 to Year 13). Our student body consists of over 28 nationalities, 40% of which come from other Southeast Asian countries and beyond. Class sizes are small, with no more than 15 students for ages 2-4 and 20-24 for students over four years of age. Over the past four years the school has grown markedly, in both our student numbers and our reputation for academic and boarding excellence. It is now the 'international school of choice' in the Eastern Bangkok metropolitan area. The main Windsor Park campus is located on the idyllic Windsor Park Golf Course on the outskirts of Bangkok, within easy reach of Suvarnabhumi International Airport. It is approximately 90 minutes away from the Sukhumvit in downtown Bangkok. Our location ensures a fantastic quality of life and clean, fresh air for our students and staff.in

The school is a Council of International Schools (CIS) member and fully accredited by the Education Development Trust (EDT). It is also a full member of the Federation of British International Schools in Asia (FOBISIA), the Boarding School Association (BSA), and the Thailand International Schools Activities Conference (TISAC).

The school follows the English National Curriculum adapted for our international context, from Pre-Nursey EYFS to IGCSE, A-Levels and BTEC qualifications. Our students ultimately graduate to some of the world's best universities across Europe, North America, Southeast Asia and Australasia. Our robust and diverse academic programme is supported by a strong pastoral House System, which nurtures and enables students to achieve their maximum potential. In addition to the wide range of extracurricular activities, our House System encourages healthy competition between students at all levels.



Boarding is an integral part of BIST, and over 50% of all secondary school students either have weekly or full boarders. BIST is regarded as one of the best boarding schools in Southeast Asia. Boarding comprises two residential houses - Windsor House (Boys) and Tudor House (Girls); both are led by a Housemaster/Housemistress and their residential boarding house staff team. Our boarding facilities are some of the best in the Southeast Asian region, and we are fully compliant with the Boarding Schools Association (BSA) standards from the UK, of which we have been a member for over ten years.

A Head of Boarding oversees both boarding houses and is ultimately responsible for ensuring our outstanding provision and world-class boarding facilities. All academic staff across the school play an integral role in BIST's boarding life, and all teachers undertake three boarding duties per academic term, with the option to stay overnight if they so wish. In addition, there are numerous opportunities for teachers to attend weekend boarding trips to a wide range of places around the Bangkok area.



At BIST, our teachers are mainly recruited from the UK, with a small number from other native English-speaking countries like Australia, USA and Canada. We also have specialist teachers teaching Thai, Chinese, and Korean, all highly qualified to deliver our students the best education and opportunities.

The school is very well-resourced, and the Board of Governors and investors continually invest in its physical built environment. A number of renovation and investment projects happen each year across both campuses. Our 523-seat Performing Arts Centre, Art House, and state-of-the-art outdoor basketball and netball court, which adheres to world FIBA standards, all add to the enrichment experiences of our students. The school has a number of future building projects planned to ensure our growing student body is well-catered for each academic year.



Life beyond the classroom

At Bromsgrove, we believe that formal academic education in the classroom is only one part of the development of each child under our care. The school has a wide range of Extracurricular Activities available throughout the week during lunchtime and after school, ensuring that every student finds something that engages, excites, and challenges them.

Our membership of both TISAC and FOBISIA ensures that our students have the opportunity to compete against other international schools in a wide range of competitive sports fixtures and weekend competitions. They also attend several musical and drama events across Bangkok and Southeast Asia.

Living in Bangkok

Bangkok is the capital city of Thailand. It is a large coastal city with roughly 14 million people in a 600-square-mile area. Like other large cities of the world, you can find a diversity of people living throughout the city, as well as restaurants, shopping malls, museums, businesses, etc. Bangkok is a very safe city to live in as a foreigner and incredibly affordable – the cost of living is very cheap compared to the UK and other Western countries. The cityscape in Bangkok is carved by canals that branch out from the Chao Phraya River, which snakes through the heart of the city. The natural landscape shapes the city's layout and daily life. The influence of the river and its canals can be seen in its many floating markets and the cultural customs of its residents. Bangkok's unwieldy expansion has also contributed to it being known for having some of the worst traffic in the world. Motorcycle taxis fearlessly weave through endless lines of cars, leaving many new arrivals feeling that they either have to wait forever or risk their lives to reach their destination.



However, the downsides of life in Bangkok are more than made up for. The city is renowned for its vibrant entertainment scene and the warmth of its residents. It provides opportunities for everyone, from young, single expats to expat families, to enjoy an excellent quality of life. It has even become a popular medical tourism destination for the high quality of care it provides at affordable rates. As a result, expats are more than happy to endure minor discomforts to enjoy life in this diverse and unique city brimming with vitality.

Travelling from Bangkok to other parts of Asia is easy, including Vietnam, Laos, Cambodia, Myanmar, Malaysia, Singapore, and Indonesia. For such a big city, Bangkok is a great place to live - exciting, primarily safe, with a great culture, friendly people, and great shops. The pollution is not as harmful as expected, although the air is cleaner near the school. Food of many varieties is available everywhere, and the Thais certainly like to eat a wide range of food and flavours. Transport is good - in town, there is the Skytrain (BTS) and 'underground' (MRT) as well as taxis and tuk-tuks. Buses into town are very cheap (25 baht) and generally take days, but are worth the experience.

Outside of Bangkok and the other major tourist haunts (Pattaya, Hua Hin, Chiang Mai, the beautiful islands etc.) there is a very different Thailand that is worth exploring and very relaxing. However, do not expect the same 'westernised' facilities that you may enjoy in the cities and major tourist haunts. If you manage to stumble across a deserted island beach, you will quickly forget the hustle and bustle of downtown Bangkok.

Job Description and Person Specification

Job Title: Head of Secondary

Accountable to: Headmaster & CEO

Line Management of: Secondary Assistant Heads, Head of Sixth Form, Heads of Faculty, Head of Pastoral Counselling and all other academic staff in the Secondary School

Main Responsibilities

- Lead Teaching and Learning, responsible for educational standards across the Secondary School.
- Lead Pastoral Care, overseeing the behaviour and welfare of all pupils in the Secondary School.
- Be a member of the School Leadership Team (SLT) and other staff teams as appropriate and contribute to developing policy and planning for the school.

Leadership & Management

- Play a significant role under the overall direction of the Headmaster in formulating and reviewing the School Improvement Plan and the aims and objectives of the Secondary School by:
 - establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards targets
- Assist the Headmaster as required and to deputise for him when necessary.
- Work closely with the Head of Primary and Head of Early Years Campus to achieve the aims of the School Improvement Plan.
- Be responsible for the professional and personal support of Secondary School teaching staff.
- Assist the Headmaster in compiling, proposing and overseeing the Secondary School financial budgets annually.
- Line management of all Secondary School staff and oversight of discipline matters.
- Monitor and track absence.
- Overseeing the secondary school's performance management cycle.
- Participate in the recruitment and ongoing development of teaching and non-teaching staff.

Teaching and Learning

- Lead the Teaching and Learning strategy across the Secondary School to ensure high-quality provision.
- Have responsibility for the policies and procedures for the Secondary School curriculum, teaching and learning, assessment, recording and reporting.
- Oversee the development, organisation, timetabling and implementation of the Secondary School's curriculum.
- Ensuring that the learning and teaching provided by different faculties form a coordinated, coherent curriculum entitlement for individual pupils.
- Ensuring that information on pupil progress is used to improve teaching and learning,

inform and motivate pupils, educate parents, provide necessary references for other educational institutions and employers, and aid Governors in their school management.

- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided for in this all-through school by liaison with fellow school leaders, teachers and support staff.
- Oversee the planning and allocation of resources designed to facilitate the planned curriculum, including advising the Headmaster on current/anticipated staff and other resource needs.
- Oversee the planning and coordination of a Secondary School home learning policy and the administration of a homework timetable.
- Oversee pupil assessment and the monitoring of academic standards.
- Provide guidance and support to Secondary Staff in implementing schemes of work and ensure that statutory and school policies are met.
- Ensure that arrangements are in place to identify and support children of all abilities.

Pastoral Care

- Lead the development, organisation and implementation of policy for secondary school pupils' personal and social development, including pastoral care and guidance.
- Ensuring the safeguarding of all Secondary School students and being part of the Child Protection Committee.
- Oversee the admission and effective induction of Secondary School pupils and the determination of appropriate pupil groupings.
- Promote standards of conduct, discipline and proper regard for authority and encourage good behaviour among Secondary School pupils.
- Handle individual SEN cases that may arise.
- Develop a culture of high attendance and high achievement.
- Handle individual pupil disciplinary cases that may arise.
- Ensure a high level of provision for every pupil's pastoral needs and well-being.
- Liaise with parents, carers and external agencies as required.

Links with Stakeholders

- Be a conduit between the Headmaster, staff and pupils to communicate information and concerns.
- Oversee Secondary School communications with stakeholders and give presentations as necessary.
- Attend appropriate meetings with the Governing Body and parents and provide such reports and information as is required.
- Promote and develop links with Bromsgrove School, UK, within the Senior School phase.
- Promote links with other international Secondary Schools in Bangkok and the region.
- Promote the school at key marketing events within Bangkok and across the wider Asian region where required, acting as an ambassador for the school.

This job description does not constitute a complete description of duties. The Secondary Principal shall carry out the professional responsibilities of a teacher, including those duties particularly assigned by the Headmaster as set out above but not restricted to them. The post-holder may be required to undertake other duties as reasonably required by the Headmaster.

Key Person Specifications

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Honours degree from a good university • QTS or equivalent 	<ul style="list-style-type: none"> • Additional higher educational leadership qualifications, e.g. MA, MSc, MEd or NPQH/NPQSL
Experience	
<ul style="list-style-type: none"> • At least 10 years successful teaching and leadership experience in the Secondary age range • Leadership experience in a Secondary School SLT position as an Assistant Principal, Deputy Principal or Secondary Principal. 	<ul style="list-style-type: none"> • Experience of working with and involving school Governors/Board of Directors • Experience in a range of SLT positions in at least two schools • Experience in managing day-to-day operations in a school or other context.
Knowledge & Understanding	
<ul style="list-style-type: none"> • Substantial knowledge and understanding of teaching and learning in Secondary Schools • Confident use of a range of ICT skills • Understanding of the principles of Assessment for Learning • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Confident in school self-evaluation • Up-to-date knowledge & understanding of the current national education agenda • Understanding of how children & adults learn and effectively apply their learning • Up-to-date knowledge of safeguarding, preferably in an international context. 	-

Leadership Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Assist the Headmaster in leading an expanding international school campus • Show evidence of what highly effective teaching looks like • Lead and manage people to work both individually and in teams • Delegate effectively • Monitor and evaluate effectively • Initiate and manage change • Motivate & inspire by setting and following high standards • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts • Be highly visible around the campus and be approachable to parents and stakeholders 	<ul style="list-style-type: none"> • Evidence of successful school improvement planning and delivery within a school inspection/accreditation framework
Decision-making Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Investigate, resolve problems and make decisions • Collect and weigh evidence, make judgements and take decisions in line with sound educational practice • Think creatively and imaginatively to solve problems and identify opportunities 	-
Communication Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate clearly and consider, where appropriate, the views of others • Effectively communicate orally and in 	-

<p>writing to a range of audiences.</p> <ul style="list-style-type: none"> • Negotiate and consult effectively • Be mindful of working in different cultures and understand how to communicate in Asian cultures 	
Self-Management Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Plan time and organise work effectively • Prioritise and manage time effectively • Work under pressure, meet deadlines • Be self-motivated 	-

School Ethos	
<ul style="list-style-type: none"> • Capacity to influence others • Ability & commitment to develop and maintain the school's ethos in partnership with the Headmaster. • Ensure that the Secondary School atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	-
Other Personal Attributes	
<ul style="list-style-type: none"> • Adaptability to changing circumstances & ideas • Reliability • Integrity • Culturally aware with an understanding of working in the context of Southeast Asia • Trustworthy • Highly motivated 	-

Remuneration and Benefits Package

An initial three-year contract will be offered to the successful candidate (through discussion and agreement with the Headmaster). A remuneration and benefits package commensurate with the importance of the role and experience of the successful candidate will be offered. The package comprises:

- A competitive annual salary paid in Thai Baht (THB)
- Monthly Housing allowance
- Annual Flight allowance for the Head of Secondary and legal dependents
- Medical Insurance for the Head of Secondary and legal dependents
- 100% tuition fee reduction for up to three children
- Relocation and settling-in allowance
- Monthly mobile phone allowance
- Contract re-signing bonus

Recruitment Process and Timeline

To apply for this role, please submit to Dr Dan Moore, Headmaster & CEO, at recruitment@bromsgrove.ac.th the following items:

- a formal letter of application (no longer than two sides of A4)
- an up-to-date Curriculum Vitae which includes the names and contact details of three referees, one of which **must** be your current Headteacher (or Board of Governors Chair if you are a current Headteacher)
- Your 'Philosophy of Education and Leadership' statement (i.e. your ideals and belief structure of education and leadership) – maximum of one page of A4
- Please clearly indicate in your letter or CV any legal dependents (and the ages of any children) that would accompany you if you were appointed.

Bromsgrove International School Thailand is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, such as the Disclosure and Barring Service (DBS) and ICPC if they are UK-based/UK national or the equivalent overseas, as well as written/verbal reference checks from previous employers and qualification verification checks.

The closing date for all applications is 09:00 GMT, Friday 8th November 2024.

Long-list interviews will be via Zoom/Google Meet from Monday, November 11, until Friday, November 15, 2024.

Shortlisted candidates will be invited to Bangkok for the final round of interviews at the school, which are envisaged to occur on Thursday, November 21, and Friday, November 22, 2024.