



BROMSGROVE
INTERNATIONAL SCHOOL
THAILAND

Candidate Brief for the Position of Head of Primary School August 2020



Letter from the Headmaster & CEO



Dear Applicant,

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

Bromsgrove International School, Thailand (BIST) is a through-school from Pre-Nursery to Year 13. We offer both boarding and day school education to 500 students across two campuses located on the outskirts of eastern Bangkok.

Our school community is a very happy and caring one, where every child is well cared for and enriched, both 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 the life ahead of them.

The Board of Governors, parents, teachers, staff and wider stakeholders all share the same very simple vision: To be the best we possibly can be, in all that we do.

I hope you enjoy reading the information enclosed regarding our school and about the position itself. Please visit our school website at www.bromsgrove.ac.th to find out more about our amazing school and to get a full flavor 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 originally established in 2002 under the name of Windsor International School, Thailand and then 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 school. We aim to utilise the very best aspects of that educational heritage whilst also fostering in our students a love of independent learning and shaping them to become truly global citizens. The relationship between our two schools is strong, with good links between us; including a scholarship and exchange programme, curricula collaborations and with a Bromsgrove School governor sitting on the BIST Board of Governors in Thailand.

After three years of dedicated service to the school, the current Head of Primary School is moving on to seek new opportunities at the end of the current academic year and as such we now seek an outstanding educationalist to lead the Primary School at BIST through its next exciting phase of growth and development. The successful candidate will be a dynamic and collaborative school leader, with the ability to inspire and engage with all sections of our school community. The Head of Primary School is part of the School Leadership Team, along with Head of Secondary School, Head of Early Years Campus, Head of Boarding, Head of Sport & Co-curricular and the Headmaster & CEO.





An introduction to BIST

BIST is a well-established co-educational boarding and day school for over 500 students from ages 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 countries in the Southeast Asia region and beyond. Class sizes are small with no more than 15 students for ages 2-4 and 20-24 for students over 4 years of age. Over the past five years the school has grown markedly, in both our student numbers and our reputation for academic and boarding excellence and 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 and is approximately one hour away from the Sukhumvit downtown Bangkok. Our location ensures a fantastic quality of life and clean, fresh air for both our students and staff.

The school is a member of the Council of International Schools (CIS) and is currently going through the Education Development Trust (EDT) ISQM accreditation process (due in November 2019) after making the decision to change from the CIS accreditation framework in 2018. It is also a full member of both the Federation of British International Schools in Asia (FOBISIA), the Boarding Schools Association (BSA) and also the Thailand International Schools Activities Conference (TISAC).

The school follows the English National Curriculum adapted for our international context, from Pre-Nursey EYFS through to IGCSE, A-Levels and BTEC qualifications. Our students ultimately graduate to some of the world's very best universities, spread out 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 each student to achieve their maximum potential. In addition to the wide range of Extra-Curricular Activities, our House System encourages healthy competition between students at all levels.



Boarding is an integral part of BIST and over 50% of all Primary School students and 10% Primary School students are either weekly or full boarders and BIST is regarded as one of the best boarding schools in Southeast Asia. Boarding is made up of two residential houses - Windsor House (Boys) and Tudor House (Girls); both of which are led by a Housemaster/Housemistress and their team of residential boarding house staff. Our boarding facilities are some of the best in 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 12 years.

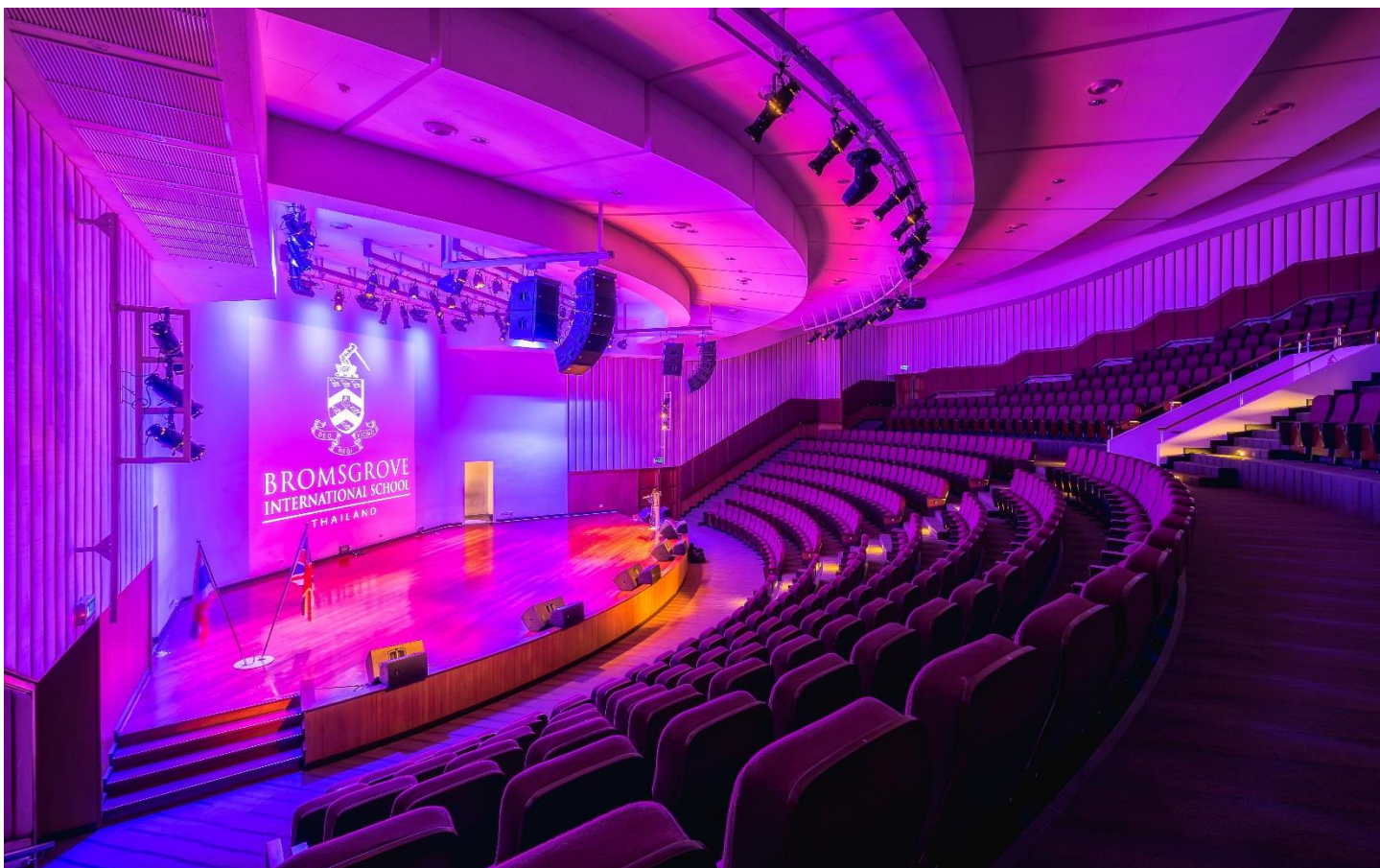


A Head of Boarding oversees both boarding houses and is ultimately responsible for ensuring our outstanding provision and world class boarding facilities. All academic staff across the school play an integral role in the boarding life of BIST and all teachers undertake three boarding duties per academic 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 mostly 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 the best education and opportunities to our students.

The school is very well resourced and the Board of Governors and investors continually invest in the physical built environment of the school, with a number of renovation and investment projects happening each year across both campuses. Recent building projects include our 526 seat Performing Arts Centre, Art House and state-of-the art outdoor basketball and netball court that adheres to world FIBA standards. 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 the formal academic education in the classroom is only one part of the development of each and every child under our care. The school has a wide range of Extra-Curricular 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, as well as attending a number of musical and drama events across Bangkok and further afield in the Southeast Asian region.

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. Similar to 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 not only shapes the city's layout, but also 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 get to their destination.



The downsides of life in Bangkok are, however, 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, who can 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.

From Bangkok, it is extremely easy to travel to other parts of Asia including Vietnam, Laos, Cambodia, Myanmar, Malaysia, Singapore and Indonesia. For such a big city, Bangkok is a really great place to live - exciting, safe for the most part, great culture, friendly people and great shops. The pollution is not as bad as you might expect, although the air is certainly cleaner out near the school. Food of many varieties is available everywhere and the Thai's 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), 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 happen 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 Primary School**

Accountable to: Headmaster & CEO

Line Management of: Lower Primary Phase Leader, Upper Primary Phase Leader, Primary class teachers, Primary class TAs

Main Responsibilities

- Lead Teaching and Learning, holding responsibility for educational standards across the Primary School.
- Lead Pastoral Care, with oversight of the behaviour and welfare of all pupils in the Primary School.
- Be a member of the School Leadership Team (SLT), Administrative and Strategy Team (AST) and other staff teams as appropriate and to contribute to the development of policy and planning for the school.

Leadership & Management

- Play a major role under the overall direction of the Headmaster in formulating and reviewing the School Improvement Plan and the aims and objectives of the Primary 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 Secondary School and Head of Early Years Campus to achieve the academic aims of the School Improvement Plan.
- Be responsible for the professional and personal support of Primary School teaching staff.
- Ensure as leader and manager of Primary provision, that the school provides excellent value for money through cost-effective and efficient curriculum delivery;
- Monitor, review, evaluate and report on the Primary School financial position as required.
- Assist the Headmaster in compiling, proposing and overseeing the Primary School financial budgets on an annual basis.

HR

- Line management of all Primary School staff and oversight of discipline matters.
- Monitor and tracking of absence.
- Oversight of the Primary 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 Primary School, to ensure high quality provision.
- Have responsibility for the policies and procedures for the Primary School curriculum, teaching and learning, assessment, recording and reporting.
- Oversee the development, organisation, timetabling and implementation of the Primary School's curriculum.
- Ensuring that the learning and teaching provided by different faculties form a co-ordinated, coherent curriculum entitlement for individual pupils.
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school.
- 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 needs for staff and other resources.
- Oversee the planning and co-ordination of a Primary 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 Primary Staff in implementing schemes of work and ensure that statutory and school policies are being met.
- Ensure that arrangements are in place for the identification and support of children of all abilities.

Pastoral Care

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

Links with Stakeholders

- Be a conduit between the Headmaster, staff and pupils for the communication of information and concerns.
- Oversee Primary School communications with stakeholders and give presentations as

necessary.

- Attend meetings as appropriate with the Governing Body subcommittees and parents and to provide such reports and information as is required.
- Promote and develop links with Bromsgrove School, UK within the Prep School phase.
- Support and encourage parents in the life and work of the school through the Parents Teacher Association (PTA) and by other appropriate means.
- Promote links with other international Primary Schools within Bangkok and across 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 and the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. The Head of Primary School shall carry out the professional duties 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.

This job description may be reviewed at the reasonable discretion of the Headmaster in the light of those changing requirements and in consultation with the post holder.

In any event the Headmaster reserves the right to review and amend the job description.

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 Primary age range • Leadership experience in a Primary School SLT position as a Head of Primary/Primary Principal, Deputy Head/Principal or Assistant Head/Principal. 	<ul style="list-style-type: none"> • Experience of working with and involving school Governors/Board of Directors • Experience of a range of SLT positions in at least two schools • Experience of 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 Primary Schools • Confident use of a range of ICT skills including the use of Google suite • Understanding of the principles of Assessment for Learning & Accelerated Learning • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Confident in school self-evaluation processes and inspection/accreditation frameworks • 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 	<ul style="list-style-type: none"> • Evidence of successful school improvement planning and delivery within a school inspection/accreditation framework

<ul style="list-style-type: none"> • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts • Be highly visible around the campus and be approachable to students, staff, parents and other stakeholders. 	
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 good 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 take into account, where appropriate, the views of others • Effectively communicate orally and in writing to a range of audiences • Negotiate and consult effectively • Be mindful of working in different cultures and have an understanding of how to communicate effectively 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 in a timely manner • Be self-motivated as a both a school leader and individual. 	-

School Ethos	
<ul style="list-style-type: none"> • Capacity to influence others • Ability & commitment to develop and maintain the ethos of the school in partnership with the Headmaster • Ensure that the Primary 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 & loyalty • Culturally aware with an understanding of living and working in the context of Southeast Asia • Trustworthy • Highly motivated. 	-

Remuneration and Benefits Package

An initial contract of two or three years 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 remuneration package comprises of:

- A competitive annual salary paid in Thai Baht (THB), monthly in arrears
- Annual progression up the SLT pay scale (dependent on a successful annual Performance Management review)
- Generous monthly Housing allowance
- Annual Flight allowance for the Head of Primary School and up to three legal dependents
- Medical Insurance for the Head of Primary School and up to three legal dependents
- 100% tuition fees reduction for up to three legal dependent children
- Start of contract relocation and settling-in allowance
- Monthly mobile phone allowance
- Contract re-signing bonus for subsequent contract renewals (paid at the commencement of subsequent contract).

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 (ideally 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/Principal (or Board of Governors Chair if you yourself are a current Headteacher/Principal)
- Your 'Philosophy of Education' statement (i.e. your ideals and belief structure of education in general) – maximum of one page of A4
- a passport size photograph (sent as a jpeg or gif file) which can be embedded into your CV.

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 UK based, or the equivalent overseas, as well as written/verbal reference checks from previous employers, in addition to qualification verification checks.

The closing date for all applications is 09:00 UK time, Saturday 26 October 2019. Long list interviews are scheduled to take place w/b Monday 28 October 2019, in person or via Skype.

Short listed candidates will be invited to Bangkok for the final round of interviews at the school, which are envisaged to take place Thursday 21 November 2019 to Monday 25 November 2019 inclusive.