



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

Position: Associate Director of Higher Education

Posting Date: 27 November 2024

Closing Date: Interested candidates are suggested to apply immediately.
(Applications will be considered as they arrive.)

Department: Higher Education

Salary: Shrewsbury International School Bangkok QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Three-year contract;
- 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

Position Summary 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 with The Principal and the Vice-Principal (Head of Senior).

The position of Associate Director of Higher Education is likely to appeal to an individual with extensive experience of giving guidance and application support to students applying to university and colleges in the UK, US and other destinations.

Key

Responsibilities:

The Associate Director of Higher Education is:

- Responsible to the Director of Higher Education;
- A member of the Sixth Form Team, which is responsible for all aspects of guiding and supporting students as they apply to university. The support network involves working with Sixth Form Tutors, Subject Teachers and Administrative Support Staff;

Tasks:

The Associate Director of Higher Education will:

- Advise students regarding college and university selection, focusing on finding the 'best fit' for our highly academic, talented and ambitious students;
- Lead the workshops during or outside the school day, to instruct students on the construction, content and theme of application essays – focus given to writing styles appropriate to a range of courses, institutions and countries;
- Provide individual care and support for student applications – meeting all administrative requirements (online and paper), ensuring all deadlines are planned for and met, all required documentation is in place and all aspects of the application are of the highest quality. Familiarity with online information and application systems including UCAS, and Unifrog would be helpful;
- Provide individual care and support to students as they begin, develop and complete their essays and statements to the highest quality;
- Help students to understand, manage and prioritise the competing pressures of applying to multiple country destinations. Deep knowledge and experience of guiding students in applying to the US and UK is essential. Knowledge

of other destinations such as Canada, Europe and the Asia – Pacific/Australasia regions is desirable.

- Advise and support students in the final phases of their application to university – responding to offers, managing examination results and documentation, mid year and final transcripts and securing their place at their chosen university;
- Write and supply, in consultation with the Sixth Form Team, academic and personal references for designated students;
- Work closely with the Sixth Form Team in helping prepare students for admission interviews and advising students about test scheduling and registration;
- Establish positive network relationships with a wide range of University Admissions Offices to facilitate counsellor calls, on campus visits and the promotion of Shrewsbury International School and its students to the wider international community;
- Be a member of the Futures Team, which manages the transfer of our existing Year 11 students into the Sixth Form through one to one interviews with students and parents;
- Deliver elements of the Sixth Form Studies programme to Year 12 and 13 and the Careers modules of the Learning for Life programme to Years 10 and 11 with direction from the Director of Higher Education and the Head of Learning for Life;
- Attend, where required, Sixth Form Parent / Teacher consultation events – including presentations from The Principal and Head of Sixth Form;
- Participate in the “You-Time!” programme in consultation with the Director of Higher Education and the Director of Sports and Activities;
- Attend Sixth Form Team meetings;
- Be available in School to support students on A Level Results Day

Professional
Expectations:

The Associate Director of Higher Education should have the following qualities

- Possess unparalleled commitment to the future ambitions of our students;
- Have the drive to achieve our shared goal of student acceptance to the world's leading universities;
- Demonstrate initiative in the defined tasks and areas of responsibility;
- Demonstrate outstanding communication skills with students and staff in the Senior School;
- Be a role model for students and staff in the Senior School;
- Maintain close contact with the Director of Higher Education and Head of Sixth Form and establish strong and respectful working relationships with each;
- Be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- Be familiar with The School's Guiding Statements and commit fully to their aims;
- Be familiar with The School's Child Protection Policy and commit fully to its aims and promote its implementation on a daily basis;
- Be familiar with The School's English Speaking Environment Policy, commit fully to its aims and promote its implementation on a daily basis;
- Be familiar The School's English as an Additional Language Policy and commit fully to its aims and promote its implementation on a daily basis;
- Be familiar with the contents of the Staff Handbook and The School Policy Compendium and implement the procedures as appropriate;
- Commit fully to The School's Performance Management programme;

- Attend Professional Development (INSET and external) as determined by the Principal within the bounds set in the Employment Agreement;
- Undertake Thai Language and Culture training as required by The Ministry of Education (Thailand);
- Will commit to The School's extra-curricular programmes;
- Communicate with students, colleagues and parents in a respectful and courteous manner in accordance with the paradigms established by The Principal;
- Will set the tone for students in attendance, punctuality, appearance, dress, courtesy and professionalism.
- Opportunities etc;

Child Safeguarding: Shrewsbury International School Bangkok is committed to safeguarding and promoting the welfare of children. All candidates are required to provide accurate and detailed information about their employment history and the school will carry out background checks on the successful candidate to assess their suitability to work in a school.

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).