



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School

Job Opportunity

Position / Job Head of Thai Studies

Specification:

Posting Date: 14th March 2018

Closing Date: 13th April 2018

Department: Thai Studies

Salary: Shrewsbury International School QTS Thai salary scale applies and a Responsibility Allowance of 8,000 THB per month will be paid.

Benefits: As stipulated in the Employment Agreement.

General: Following the success of Shrewsbury International School Bangkok Riverside where 1700 students study in one of Southeast Asia's top performing schools, a brand new second campus will be opened in the heart of the city in August 2018.

Shrewsbury International School Bangkok (City Campus) will share the same values, ethos and mission of the Riverside Campus and will cater exclusively for primary aged children. 640 places will be available from Early Years 1 (Age 3+) to Year 6 (Ages 11+).

Both campuses will come together to form Shrewsbury International School Bangkok and children from City Campus will graduate to Riverside in Year 7 (Age 12+).

City Campus will establish its own unique identity and the two campuses will integrate and liaise with each other creating exciting opportunities for both children and for staff.

The school itself is currently under construction, ahead of schedule. It will be operating on 25,000sqm of learning space. There are 4 major buildings which have the capacity to fit 640 students. A dance studio, aircon gym, canteen, swimming pools, football pitch and running track are all designed bespoke for primary aged children.

The classrooms are designed with flexibility in mind for different learning styles and collaboration. They will be fitted with Furnware furniture and Community Playthings; a natural environment creating an oasis in the city.

The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and, year-on-year, develops into a world-class educational partnership.

Introduction: This document is to be read in conjunction with the Employment Agreement. It 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 postholder and The Principal.

Responsibilities: The Head of Thai Studies

- is responsible to the Principal for the safe, proper and imaginative running of the department in line with The Philosophy and Objectives of the school;
- is responsible to the Principal who will be his / her Line Manager and who will conduct his / her Performance Management;
- works closely with the Vice-Principal and other School Year Team leaders in a collaborative and collegiate way;
- works closely with the Principal and Vice Principal in curricular planning, implementation and review in the following areas:
 - The regular review, analysis and updating of departmental schemes of work;
 - The drafting, implementation and review of a departmental action plan in line with the School Development Plan
 - Home Learning in accordance with the school's Home Learning Policy;

- The regular review, analysis and updating of the departmental handbook;
- The setting of appropriate work during periods of cover for unforeseen absence within the department.
- is responsible for excellent communication in the following areas:
 - Regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
 - Regular informal meetings with departmental colleagues to ensure that lines of communication are open and accessible;
 - Liaison with Year Team Leaders to facilitate strong cross-curricular work;
 - Liaison with the School Librarian, SENCOs and other support and resource agencies within the school to ensure proper and full department use of facilities;
 - Ensuring that departmental information for curriculum booklets, the School Year Book and departmental web pages are updated as required;
 - Contact with parents as to how they can be usefully involved in their child's education.
- is responsible for departmental staff in the following areas:
 - In normal circumstances the Head of Thai Studies will have direct involvement with the appraisal of some departmental staff in accordance with the school's Performance Management policy either as the Performance Manager or first advisor to the Performance Manager;
 - The Head of Thai Studies will observe the classroom performance of departmental staff both formally in accordance with the school's Performance Management policy and informally. The school's current Classroom Observation documentation will be used as the blueprint.
 - Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
 - Ensuring that staffing needs are communicated for the

following academic year as soon as relevant information is available;

- Ensuring that staff are kept up to date with current developments and that appropriate development areas are identified.
- is responsible for budgeting and resources in the following areas:
 - Ordering books and equipment in accordance with the school budgeting policies and procedures;
 - Managing efficiently the department budget;
 - Ensuring that an up-to-date record inventory is kept of department resources;
 - Ensuring that departmental resources and books are treated with great care.
- is responsible for student performance and standards in the following areas:
 - Discipline and welfare within the department- liaising as necessary with class teachers;
 - Providing and supporting every opportunity for students to display their skills in a wider area;
 - Providing clear departmental statements on SEN students in line with school policy.

Tasks:

The Head of Thai Studies

- will have a full teaching timetable with non-contact leadership time;
- is expected to be an exemplar teacher in respect of planning, preparation of the learning environment, lesson delivery (including EAL strategies and differentiation), assessment, marking and reporting;

Professional
Expectations:

The Head of Thai Studies will

- be experienced, knowledgeable and acquisitive for knowledge in their subject and related areas;
- have excellent communication skills with all constituencies within the school;
- be energetic and able to enthuse others;
- be organised and industrious;

- have a positive outlook on life;
- manage their own time effectively- particularly in relation to balancing the demands made by teaching, subject management and involvement in school development;
- provide a clear direction for the department in line with the school Philosophy and Objectives and Schoolwide Goals;
- set high standards and provide a role model for staff in the teaching and learning of the subject;
- Represent the interests of the department within the wider management of the school.

Candidate

The successful candidate:

Profile:

- will have at least 5 years experience as a Thai teacher
- will have experience of working with Primary aged school children
- must have school administrator license issued by Thai Teacher council
- MA in Education
- Have experience of working in an international school

Child

Safeguarding:

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to

- Attend in-house Child Safeguarding programmes
- Take a leading role to promote and safeguard the welfare of all students in the school
- Report to the Child Protection Officer any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Whistleblowing Policy
- Keep professional relationships with students where personal boundaries are respected and maintained
- Seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- Enhanced Disclosure and Barring Service Check (DBS)/Thai Police check prior to the start of contract.

- Formal proof of identity with photo ID (Original Driving License / Passport).
- 3 signed, confidential references (one of which will be from the candidate's current head teacher) before the start of contract.
- Verification of original qualifications.

How to Apply: Applications will be only be accepted through the school application portal, at www.shrewsbury.ac.th/city-campus-vacancies.

Further Details: Full details of the school are available on our website at <http://city.shrewsbury.ac.th>

Any queries should be forwarded to Ms. Amanda Dennison, Principal, Shrewsbury International School City Campus

amanda.d@shrewsbury.ac.th