



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School

Job Opportunity

Position / Job Vice-Principal

Specification:

Posting Date: 24<sup>th</sup> November 2017

Closing Date: 12<sup>th</sup> January 2018

Department: Primary

Salary: Shrewsbury International School QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Three-year contracts;
- Excellent brand new accommodation close to the city centre Bangkok for singles and couples is available adjacent to the school (currently under construction). There will also be the option for singles, couples and families at Bangkok Garden, a short journey from the school ([www.bangkokgarden.com](http://www.bangkokgarden.com)). The accommodation is provided free of charge, although a small tax deduction is made at source. There is also an option to 'live out' with an allowance given for this.
- Flights at the beginning and end of each contract;
- Relocation allowance at the beginning and end of employment;
- Medical insurance with BUPA;
- Generous support for personal professional development

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, air con 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](http://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. 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 Line Manager and Principal.

Responsibilities: The Vice-Principal

- Is responsible to the Principal and deputises where

appropriate when he/she is absent.

- Is a member of the Senior Management Team and the Leadership Team and, as such, has a whole school role in advising, supporting and guiding the Principal;
- Is responsible for the operational management of the School in keeping with the Statement of Philosophy and Objectives of the school acting as Line Manager to the Phase/Team/Curriculum Leaders and is responsible to the Principal in all matters which have a whole school implication;
- Is responsible to the Principal for drawing up short lists of staff appointments for School posts and will play a key role in all selection of new School staff;
- Is responsible for operating the performance management programme of staff appraisal and professional development in keeping with the Statement of Philosophy and Objectives of the school;
- Is responsible for overseeing the budget for the School and other whole school areas as required by the Principal.
- Will take responsibility for creating a culture of purpose, discipline and ambition in the School;
- Will work closely with the Principal and Director of Marketing on promoting the school in the wider community;
- Will work closely with the Principal, Registrar, Director of Marketing and Director of Business Services in administering admissions to the school;
- Will liaise closely with parents of students in the School across the spectrum of issues.
- Will fully support the ongoing and final transition of pupils to the Riverside Campus

Tasks:

The Vice-Principal will

- Draft policies and consultation papers pertinent to the School and contribute to those with a whole school implication. The Vice-Principal will present such papers to the Senior Management Team meetings;
- Play a key role in the selection and recruitment of School staff and will deputise for the Principal where appropriate;
- Works closely with all staff members in relation to the strategic

development of the School.

- Curriculum (design, implementation and review)
  - Assessment
  - Pastoral Care / Student Welfare / Counselling
  - EAL
  - SEN / Talented and Gifted
  - PHSE
- Share the production and maintenance of the Staff Handbook, Staff Guidelines and School Policy Compendium ;
  - Share the responsibility and management of accreditation and inspection processes with the Principal and the rest of the SMT;
  - Oversee the programme of school assemblies and take a lead role in them as part of the creation of the required culture of purpose, discipline and ambition;
  - Take a key role in the School reporting process in accordance with school reporting policy;
  - Oversee assessment and ensure standards/expectations across the school remain ambitious and challenging
  - Oversee the production and maintenance of welfare/pastoral records for students in the School;

Professional  
Expectations:

The Vice-Principal will

- Demonstrate leadership in his/her approach to school life;
- Engage fully in formulating and articulating the school vision
- Be a role model for students in the School;
- Maintain a high profile and daily presence in the School classrooms and staff room taking a close, personal interest in the performances of School staff and students;
- Be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- Demonstrate excellent communication skills and a clear understanding of appropriate lines and media of communication throughout the school community;
- Take initiative and act with decisive authority in the defined areas of responsibility;
- Will be honest, diligent, reliable and resilient;

- Will have a strong understanding of building and cultivating relationships with the parents and the wider community.

Candidate  
Profile:

The successful candidate:

- Will be a fully qualified teacher with QTS;
- Will be a dedicated outstanding leader capable of inspiring students;
- Will have a full working knowledge of The National Curriculum for England for Key Stage 1, Key Stage 2 and Development Matters guidance for the EYFS;
- Will have the ability and aspiration to attain high standards across the whole school;
- Will have a track record of exceptional pastoral care and be able to prioritise the happiness and wellbeing of all students;
- Will have experience of working with English Language Learners;
- Will have excellent assessment for learning skills;
- Will have a flexible and creative approach to leading the school curriculum and structures;
- Will have knowledge of the value of the extra-curricular dimension in developing the potential of students;
- Will have excellent interpersonal attributes with children, colleagues, parents and other professionals;
- Will have a positive approach to professional development particularly in the area of leadership;
- Will have a strong track record of a commitment and positive attitude to teamwork; have the experience and mind-set to make a productive contribution to support and develop this across the school;
- Will have the ability to develop, work within and apply all school policies
- Will have a pioneering attitude and a good sense of humour

Desirable  
Criteria:

A minimum of 6 years teaching experience / at least 4 years of leadership experience

Teaching in the UK and / or with the English National Curriculum essential.

Child Safeguarding:	<p>Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to</p> <ul style="list-style-type: none"><li>• Attend in-house Child Safeguarding programmes</li><li>• Take a leading role to promote and safeguard the welfare of all students in the school</li><li>• 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</li><li>• Keep professional relationships with students where personal boundaries are respected and maintained</li><li>• Seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.</li></ul>
Requirements:	<ul style="list-style-type: none"><li>• Enhanced Disclosure and Barring Service Check (DBS) prior to the start of contract.</li><li>• Formal proof of identity with photo ID (Original Driving License / Passport).</li><li>• 3 signed, confidential references (one of which will be from the candidate's current head teacher) before the start of contract.</li><li>• Verification of original qualifications.</li></ul>
How to Apply:	<p>Applications will be only be accepted through the school application portal, at <a href="http://www.shrewsbury.ac.th/city-campus-vacancies">www.shrewsbury.ac.th/city-campus-vacancies</a>.</p>
Further Details:	<p>Full details of the school are available on our website at <a href="http://city.shrewsbury.ac.th">http://city.shrewsbury.ac.th</a></p> <p>Any queries should be forwarded to Ms. Amanda Dennison, Principal, Shrewsbury International School City Campus</p> <p><a href="mailto:amanda.d@shrewsbury.ac.th">amanda.d@shrewsbury.ac.th</a></p>