



**BRIGHTON COLLEGE**  
INTERNATIONAL SCHOOL  
**BANGKOK**

## **HEAD OF SENIOR SCHOOL Job Description**

**For August 2018**

### **INTRODUCTION**

Brighton College Bangkok is a dynamic and exciting school looking for enthusiastic and passionate teachers. This is a unique opportunity to join an exceptional and hard working team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons.

### **BRIGHTON COLLEGE BANGKOK**

Brighton College opened its first sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities, in September 2016. Situated on an iconic and purpose-built 20-acre campus in central Bangkok. It is comprised of a Pre-Prep School (for 500 pupils aged 2 to 8), a Prep School (for 600 pupils aged 8 to 13) and a Senior School (for 400 pupils aged 13 to 18), with a pupil capacity of 1,500. It aspires to become one of Asia's leading schools.

Brighton College Bangkok's spectacular, state of the art campus includes a specialist Performing Arts Centre, a large Sports Centre with IOC approved swimming pools and an IOC 400m running track, as well as innovative and dynamic Learning Resource Centres which run through and link all areas of the College.

Brighton College Bangkok delivers the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils will aspire to the leading universities of the world, including Oxbridge and the US Ivy League. The College is a member of COBIS and in due course, the College will seek accreditation from the ISC, and Membership of the HMC and IAPS.

Brighton College Bangkok benefits from its partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain - its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils.

## **THE POST**

The Head Master now wishes to recruit an experienced, well-qualified and inspirational Head of Senior School to lead the successful growth and development of the Senior School as it plans for the move into a new, dedicated and purpose-built facility in September 2019. The Head of Senior School will lead and manage the day-to-day matters of the Senior School of the College. S/he should be an adaptable and innovative leader, a good motivator, communicator and administrator, and should be capable of managing key aspects of an expanding and high-profile British-style international school. S/he should be able to provide professional leadership and guidance of all matters to enable the effective development of the emerging Senior School of the College (Years 9 to 13), its staff and pupils.

### **Personal Skills**

- Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents
- Be a creative problem-solver who can manage ambiguity and uncertainty
- Consistently demonstrate the values and behaviours expected of a Head Teacher
- Possess excellent understanding of teaching and learning practices and curriculum development and prevailing trends in global and British education
- Be able to recognise development needs and able to coach to improve performance, create opportunities and provide support for career advancement aiming to bring the best out in others especially amongst Middle and Senior Leaders.
- Be understanding of the needs and issues facing all stakeholders within the school community
- Be an exceptional organiser and administrator
- Be IT competent
- Possess powers of diplomacy and persuasion
- Have the ability to develop and foster teamwork
- Be competent in monitoring and evaluating teams and individuals
- Have the ability to think strategically and to contribute to the strategic development of the Senior School
- Be persistent and see tasks through from beginning to end

### **Leadership, Management and Strategic Planning**

- Setting, in conjunction with the Head Master, the vision, aims and priorities for the Senior School
- Driving the realisation of the Senior School vision, aims and priorities
- Deputising for the Head Master in his/her absence
- Reporting to the Head Master on all matters pertaining to the Senior School
- Leading and managing the day-to-day operations of the Senior School
- Leading and managing the Senior School Leadership Team
- Leading the production of the Senior School Development Plan to inform the overall College Development Plan
- Leading the teaching staff in the delivery of outstanding academic achievement in the Senior School

- Overseeing the implementation and development of the Senior School curriculum
- Overseeing the coordination of the Senior School Activities programme
- Overseeing the resourcing of the Senior School and devolving the Senior School budgets in consultation with the Head Master and the Bursar
- Assisting with teaching staff recruitment, induction, appraisal and professional review within the Senior School

### **Monitoring and Evaluation**

- Leading the self-evaluation processes within the Senior School by ensuring adherence to the College's self-evaluation timetable and the collection, analysis and storage of the required qualitative and quantitative data
- Taking responsibility for the effective performance of teachers working within the Senior School
- Taking responsibility for the academic progress and welfare of all pupils in the Senior School
- Ensuring the effective supervision of pupils within the Senior School
- Monitoring pupils' academic and pastoral progress in the Senior School
- Ensuring the effective collection and moderation of all Senior School assessment data

### **Communication**

- Maintaining and developing effective relationships with Senior School parents through regular and efficient communication and frequent parent workshops
- Overseeing the collection and dissemination of all information relating to the Senior School for the purposes of marketing and communications
- Overseeing all aspects of formal reporting to parents for pupils in the Senior School
- Managing parent consultation meetings for pupils in the Senior School
- Overseeing the production of the Senior School sections of the staff and parent handbooks
- Overseeing the production of the Senior School curriculum guide

### **Whole College Responsibilities**

- Timetabling
- Cover allocation

### **Formal Qualifications/Experience**

- A good UK Honours Degree (or equivalent)
- A distinguished record of teaching and senior leadership experience
- A strong record of professional development
- Relevant recent experience as a Head or Deputy Head teacher
- A Masters-level or equivalent degree in Education or Educational Leadership would be desirable

### **Remuneration**

- A competitive salary
- A relocation allowance
- Accommodation allowance

- 100% remission of school fees at BCB for two children, subject to the usual standards and procedures for admission
- Medical insurance for the post holder and his or her children and dependent spouse
- Return flights to point of origin for the post-holder and his or her family

## Applications

To apply, please send the following to Mr David Tongue, the Head Master of Brighton College Bangkok, at [applications@brightoncollege.ac.th](mailto:applications@brightoncollege.ac.th)

1. An application letter, addressed to the Head Master, of no more than one and a half sides, outlining your strengths and stating why you wish to be considered for the role;
2. Your CV, including contact details of three referees, one of whom must be your current or most recent employer;
3. A completed Teaching Staff Application form, which is [here](#)

The College reserves the right to appoint candidates prior to the closing date and so early applications are advantageous.

*Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.*