



BRIGHTON COLLEGE  
INTERNATIONAL SCHOOL  
BANGKOK

## Pre-Prep Deputy Head (Academic) Job Description For August 2019

### INTRODUCTION

Brighton College Bangkok is a dynamic and exciting school, looking for a creative, innovative and inspirational Deputy Head Academic with real passion for driving learning within the Pre-Prep school. This is a unique opportunity to join an exceptional, hard working team with the united goal of ensuring every child reaches their potential, both academically and socially, by pushing boundaries and broadening horizons. Our expectation is that leaders at the College will show a desire to collaborate, inspire and develop others, demonstrating the highest standards in terms of leadership and organisational and pedagogical skills, with a willingness to contribute to the rich co-curricular life of this busy school.

Emphasis is placed on both academic rigour and innovation with a curriculum that caters to the individual needs of all our pupils. All staff are fully involved in designing and delivering this curriculum. The Deputy Head Academic will lead a team of dedicated and passionate teachers to deliver academic excellence to highly motivated pupils.

### Brighton College Bangkok

Brighton College opened its first school in Bangkok, one of South East Asia's most vibrant and successful capital cities, in 2016. Following the launch of the Pre-Prep in September 2016, Brighton College Prep and Senior School opened its doors in September 2017. Situated on an iconic and purpose-built 20-acre campus in central Bangkok, it aspires to become one of Asia's leading schools.

The 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.

Brighton College Bangkok delivers the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils 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 a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi, Brighton College Dubai and Brighton College Al Ain, its three sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.

## The Pre-Prep School

The Pre-Prep has a capacity for 500 pupils aged 2 to 8 in its Pre-Nursery, Nursery, Reception, Year 1, Year 2 and Year 3.

In addition to the world-class whole college facilities, children in the Pre-Prep also have access to a dedicated IT lab, art studio and a state of the art music room, all designed with the smallest learners in mind.

## The Role

The College wishes to recruit an experienced, well-qualified and inspirational Deputy Head (Academic). The Deputy Head will report directly to the Head of Pre-Prep and will lead and manage the curriculum and academic development within the Pre-Prep School. 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.

## 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 Deputy Head
- Possess excellent understanding of curriculum development and 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 exceptionally 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 College
- Persistent and organised, with an eye-for-detail and the ability to see tasks through from beginning to end

## Leadership, management and strategic planning

- Assisting the Prep and Senior School Leadership Teams to drive the realisation of the Pre-Prep Schools' and the wider College's vision, aims and priorities
- Deputising for the Head of Pre-Prep in his/her absence
- Reporting to and working with, the Head of the Pre-Prep School on all matters pertaining to the curriculum, the academic progress of all pupils, pupil assessment and reporting
- Leading and managing the subject leaders
- Leading and managing internal testing
- Contributing to the production of the College Development Plan with a particular interest in the curriculum, assessment, academic progress and reporting
- Leading the implementation and development of the Pre-Prep School curriculum by ensuring that:
  - The curriculum map is regularly reviewed and updated
  - Regular planning scrutiny is conducted to assess the effectiveness of curriculum planning within each year group
  - Cross-curricular planning between year groups is encouraged and facilitated

## Monitoring and evaluation

- Leading the following self-evaluation processes within the Pre-Prep School:
  - Tracking data analysis
  - Planning scrutiny
  - Work scrutiny
- Contributing to the following self-evaluation processes within the Pre-Prep and School:
  - Pupil questionnaires
  - Pupil focus groups
  - Pupils' behaviour, attendance and punctuality data
  - Lesson observations
  - Learning walks
- Taking responsibility for the academic progress of all pupils in the Pre-Prep School
- Monitoring all pupils' academic attainment and progress data
- Highlighting and implementing appropriate intervention strategies for identified pupils

## Communication

- Maintaining and developing effective relationships with Pre-Prep School parents through regular and efficient communication and frequent parent workshops
- Assisting in the collection and dissemination of all information relating to the Pre-Prep School for the purposes of marketing and communications
- Contributing to the production of the staff and parent handbooks
- Leading the production of curriculum guides

## Teaching and learning

- To encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To be aware of, and comply with, all the College policies including those for marking and assessment, teaching and learning and reporting
- To develop and share schemes of work and resources, using in-house formats
- To assist with covering colleagues as required
- To attend all meetings and INSET as required
- To prepare, invigilate and assess, as required, internal and external tests and examinations

## Pastoral

- To work within a House team
- To show an active interest in each child's personal and domestic circumstances, and to foster the personal and social developments of each pupil in your care
- To actively promote the social, moral and cultural ethos of the College community
- To create an atmosphere of support by being aware of, and fully compliant with, all the College Policies, including the Code of Conduct, the School Rules, and the Anti-bullying Policy
- To be familiar with all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times
- To promote exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and act upon all policies regarding the safeguarding of children

## Formal qualifications / experience

- A good UK Honours Degree (or equivalent)
- A distinguished record of teaching and senior or middle leadership experience
- A strong record of professional development
- Relevant recent experience as a Deputy Head teacher or as an inspirational Head of Department
- 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 Vanessa Robitaille, Acting Head of Brighton College Bangkok, at [applications@brightoncollege.ac.th](mailto:applications@brightoncollege.ac.th)

1. An application letter, addressed to the Head of College, of no more than two sides, outlining your strengths and stating why you wish to be considered for the role, applicants should state their curriculum strengths and extra-curricular interests;
2. Your CV, including contact details of three referees, one of whom must be your current or most recent Head of School or Principal;
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.*